

St Lawrence Pre-School

Fire safety and Emergency Evacuation



Policy statement

At St Lawrence Pre-School we ensure the highest possible standard of fire precautions are in place. All staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Officer: Donna Bishopp. We ensure our policy is in line with the procedures specific to our building, making reasonable adjustments as required.

Procedures

Fire safety risk assessment

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- Donna Bishopp has received training in fire safety sufficient to be competent to carry out the risk assessment¹; this will be written where there are more than five staff and will follow the Government guidance Fire Safety Risk Assessment - Educational Premises (HMG 2006)².
 - Our fire safety risk assessment focuses on the following for each area of the setting:
 - Electrical plugs, wires and sockets.
 - Electrical items.
 - Cookers.
 - Matches.
 - Flammable materials – including furniture, furnishings, paper etc.
 - Flammable chemicals.
 - Means of escape.
 - Anything else identified.
- Where we rent premises, we will ensure that we have a copy of the fire safety risk assessment that applies to the building and that we contribute to regular reviews.

Fire safety precautions taken

- We ensure that fire doors are clearly marked, never obstructed and easily opened from the inside.
- We ensure that smoke detectors/alarms and fire fighting appliances conform to BS EN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
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¹ Fire Safety Risk Assessment is located in the Risk assessment folder

² Fire Safety Risk Assessment - Educational Premises

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/14887/fsra-educational-premises.pdf

- We have all electrical equipment checked annually by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
 - clearly displayed in the premises;
 - explained to new members of staff, volunteers and parents; and
 - practised regularly.
- Records are kept of fire drills and of the servicing of fire safety equipment.
- Children are encouraged footwear needs to worn at all times. In the invent of a sensory activity, footwear is placed in a near by box.

Emergency evacuation procedure

Procedures for practice drills including:

- How children are familiar with the sound of the fire alarm.
- How the children, staff and parents know where the fire exits are.
- How children are led from the building to the assembly point.
- How children will be accounted for and who by.
- How long it takes to get the children out safely.
- Who calls the emergency services, and when, in the event of a real fire.
- How parents are contacted.

Fire drills

We hold fire drills termly and record the following information about each fire drill in the Fire Safety Log Book:

- The date and time of the drill.
- Number of adults and children involved.
- How long it took to evacuate.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

Reason for issue	Issued by (signed)	Date	Review	Date	Chair/Committee



ENSURE FIRE EXITS REMAIN CLEAR AT ALL TIMES

Daily Fire Officer identified on entrance board

St Lawrence Pre-School fire drill procedure

- In the event of an evacuation a loud alarm is heard.
- All children are assemble in a calm manner to the nearest fire exit and proceed quickly but not running to the fire assembly point - DIGGING AREA.
- Staff communicate aloud who will check the toilet area unlocking internal doors on route.
- Register bag containing register, preschool mobile and emergency medication and emergency grab bag will be collected and communicated aloud.
- Doors are closed on exit.
- The register is taken at the assembly point and the situation assessed.
- After the drill children are asked if they have any questions.
- If it is not possible to return to preschool, the emergency evacuation procedure will be utilised.

Emergency / contingency policy

St Lawrence Pre-School staff to ensure children's safety at all times

- Fire Officer will call the emergency services.
- St Lawrence church will provide safety and shelter. Children will walk to the destination holding onto the walking line. Staff to be front and back stop on the line.
- Once at the church all parent/cares will be called for prompt collection of their child.
- Will we strongly recommend parent/cares to arrive via the A25 and travel along the top end of Church Road.
- Staff and children to remain at the church to all children have been collected.
- In the interest of safety, children will only be released to those who parents have informed us of collection. If the person is unknown to us they will need to provide a photographic identification, e.g driving licence or passport.

EMERGENCY CONTACT NUMBERS IN AN EMERGENCY CONTACT 999

OUR CONTACT DETAILS

St Lawrence Village Hall
Church Road
Stone street
Sevenoaks
Kent
TN15 0LL

TEL: 01732 763 354

Competent Fire Person: Donna Bishopp
Responsible Fire Person: Mary Bilham
Chair of Committee: Stephen Gemmell

Village Hall

Hall Fire Officer: Andy Smaggasgale 01732 760 552

The fire evacuation procedure will be practiced every six weeks and will be recorded in the Fire Drill folder. The emergency evacuation walk will be practiced every 12 weeks.