



## Fire Policy & Procedure

Frenchay Pre-School is committed to ensuring that the safety of children, staff and visitors are paramount at all times. The fire policy exists to minimise risk.

Pre-school staff will ensure that all new staff, visitors and children know and understand the fire evacuation procedure. A practice fire drill will be undertaken **once a term** to ensure that the children and staff are confident with the procedure and to test out areas for improvement. These drills are recorded. Whistles are used to raise the alarm. These whistles are located in the main hall, the kitchen and the toilets. If children are using the outside area, the pre school staff in charge will have a whistle with them.

The hall is inspected and all fire appliances maintained through the village hall committee. Pre-school ensures that all fabrics and materials are fire resistant and safe. Staff undertake regular health and safety risk assessments, which include ensuring fire safety.

In the event of a fire, the staff's focus will be the children. It is not expected that any attempt to extinguish a fire will be made unless there is absolutely no risk to staff or children.

If a fire is discovered the alarm will be raised by blowing a whistle:

- Children will leave the hall/playground / nature garden in pairs crocodile fashion
- One member of staff will lead the line, one will follow at the back of the line and one member will ensure that, if it is safe to do so, all areas used by the pre-school are evacuated. The children will be calmly and safely walked out in this line.
- Children will be led to an assembly point in the hall car park by the tree trunk bench

- The member of staff in charge will carry the register, visitors book, mobile phone and emergency contacts and take them to the assembly point in the car park.
- The emergency services will be contacted using the pre-school's mobile phone.
- If either outside area is used the staff in that area will be aware that the alarm has been raised by the whistle blowing and/or via a walkie talkie. The children will be led around the Village Hall to our assembly point where the register will be taken to ensure we have a full head count.

One member of staff will undertake an immediate role call to ensure all children, staff and visitors are accounted for. In the unlikely event that anyone is missing, staff should only re-enter the building if they are sure it is safe to do so. If not, the Fire Brigade will be made aware immediately that there is a person missing.

- If it is declared safe by the Fire Brigade, the children will be led back into the hall.
- If the situation is likely to be prolonged or if the weather conditions are unfavourable, staff will contact parents/carers to come and collect their children. Children who are remaining will be cared for in the most suitable environment available until collected and their parents will be informed of their location.

### **Emergency evacuation procedure**

- The same method of evacuation would be used for any emergency situation whereby we needed a fast escape routine.

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| <b>Written by:</b>   | Debbie Trim                                  |
| <b>This policy was adopted by the pre-school on:</b>           | 5 <sup>th</sup> Feb 2014                     |
| <b>Signed off by the Deputy Manager of Frenchay Pre-School</b> | Gemma Hughes                                 |
| <b>Next Review Date</b>  | November 2022                                |
| <b>Links to EYFS</b>   | Suitable premises, environment and equipment |