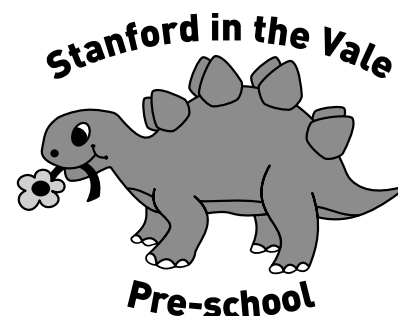


Recreation Ground  
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### **3.1.2 – FIRE SAFETY AND EMERGENCY EVACUATION PROCEDURES**

**Revised March 2020**

#### **Statement of Intent**

Stanford Pre-school ensure our premises present no risk of fire or other emergency situations by ensuring the highest possible standard of fire precautions with the current legal requirements. The person in charge and staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Officer or Fire Safety Consultant.

#### **Procedures**

- 1) The basis of fire safety is risk assessment carried out by either Nina Stillion, Louise Collins or Katie Amies
- 2) The persons mentioned above have received training in fire safety (online) sufficient to be competent to carry out the risk assessment. This will follow the Government guidance Fire Safety Risk Assessment – Educational Premises (HMG 2006)
- 3) Fire Risk Assessment focusses on the following areas:
  - a. Electrical plugs, wires and sockets
  - b. Electrical items
  - c. Cooker
  - d. Flammable materials (cleaning products)
  - e. Means of escape
  - f. Anything else identified
- 4) Fire doors are clearly marked, never obstructed and easily opened from the inside.
- 5) 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.
- 6) Our emergency evacuation procedures are:
  - Clearly displayed in the premises;
  - Explained to new members of staff, volunteers, and parents; and
  - Practiced regularly, more than once every term.
  - Staff also explain to the children of the alternative evacuation route through the growing garden and that in the event of a real emergency everyone would make their way to the Church
- 7) Records are kept of fire drills and the servicing of fire safety equipment.

## Emergency evacuation procedure:

In cases such as:

- Fire.
- Flooding.
- Serious accident that has left the area unsafe.
- Spillage of Poisonous Substances.

On discovering one of the above, the following procedures must be followed:

- Either start the fire alarm by activating a break glass or at the fire alarm control panel
- In the event that the children are playing outside and there is a perceived risk to the children a whistle or the fire alarm will be sounded to bring all children back into the safety of the building.
- Everyone is to assemble by the gate in the large garden. If this is not possible, then everybody is to assemble by the gate in the growing garden.
- Staff are to take the Emergency “Go Bag” which contains the following items:
  - First aid equipment.
  - Preschool mobile phone.
  - Floor Plan of the preschool building showing electric cut off points and location of hazardous substances
- Staff also take the Register - this contains contact telephone numbers so that parents can be contacted.
- Staff should check the room, toilets and office area to ensure everyone has left the building safely.
- The children are led safely to the garden gate where they line up.
- The register is to be called immediately to ensure that there is no one left inside the building and a member of staff is to call the emergency services.
- Emergency Services Telephone Number: **999**  
State:
  - What emergency service you require:
  - Where you are calling from and who you are:  
Stanford in the Vale Preschool  
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FARINGDON  
Oxfordshire  
SN7 8LX
  - Your telephone number: **01367 718696**; and Preschool mobile: **0789 909 2066**.
  - The nature of the emergency and any other information that you consider relevant.
  - Where you have evacuated to and if there are any casualties.
- The manager, deputy or room leader will need to inform the emergency services when they arrive where the problem is.
- In extreme cases, the children are to be taken to the church, and are to remain there until the emergency services have arrived and declared the area is safe. Parents are to be contacted in this case, to be informed that their child is safe, has left the building and where their exact location is.
- During fire drills a member of staff should explain to the children why it is important to carry out a fire drill and should praise them when it is over, especially if it was quick with very little fuss. Staff also explain to the children of the alternative evacuation route through the growing garden and that in the event of a real emergency everyone would make their way to the Church

This policy was adopted at a meeting of Stanford in the Vale Pre-school Committee

Held on \_\_\_\_\_ (date)

Date to be reviewed \_\_\_\_\_ (date)

Signed on behalf of the management committee \_\_\_\_\_

Name of signatory \_\_\_\_\_

Role of signatory (e.g. chair/owner) \_\_\_\_\_