



# Bowes Pre-School & Holiday Club

## 8.5 Fire Safety and emergency evacuation

**Safeguarding and Welfare requirement: Safety and Suitability of premises, environment and equipment.**

**Bowes Pre-school must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency, and must have an emergency evacuation procedure.**

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The Manager and all staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as a Fire Officer or Fire Safety Consultant.

### **Procedures**

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- The Manager has received training in fire safety sufficient to be competent to carry out the risk assessment.
- Fire doors are clearly marked, never obstructed and easily opened from the inside
- 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.
- Our emergency evacuation procedures are approved by a Fire Safety Officer and are:
  - Clearly displayed in the premises
  - Explained to new members of staff, volunteers and parents; and
  - Practised regularly, at least once every six weeks
- Records are kept of fire drills and of the servicing of fire safety equipment.

### **Emergency evacuation procedure**

The emergency evacuation procedure must cover procedures for practicing fire 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 by whom.
- 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 can be contacted.

### **The fire drill record book/file must contain:-**

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

**Legal Framework**

- Regulatory Reform (Fire safety) Order 2005

**Further guidance**

- Fire safety risk assessment – Educational Premises (HMG 2006)

Policies & Procedures are fully supported by the manager committee, parents/carers and guardians of Bowes Pre-School

Signed:- ..... (Chairperson)

Print Name:-.....

Date:-.....

Signed:-..... (Manager)

Print Name:-.....

Date:-.....

Date to be reviewed:-.....