



## Top Banana Pre-School






### **Fire safety and emergency evacuation**

#### **Policy statement**

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. 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. We ensure our policy is in line with the procedures specific to our building, making reasonable adjustments as required.

#### **Procedures**

- The basis of fire safety is risk assessment, carried out by a ‘competent person’.
- 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 the 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 term.
- Records are kept of fire drills and of the servicing of fire safety equipment.

### *Emergency evacuation procedure*

- We practised the fire drill morning and afternoon for a whole week (longer if need) to ensure every child, member of staff and volunteer are familiar with the drill and know where the fire exits are.
- When the alarm goes off children go out at the door to the garden and are quickly led to the garden fence where they can be counted for.
- The manager or deputy will be the last out of the building to ensure we have anyone. The manager or deputy will also take with them the daily register which will show who is in that day and how many but also parents contact details.
- Where we have free flow to the garden the garden is quickly accessible which should mean minimal time to get out of the building.
- If in the event of a real fire the manager or deputy will call the emergency services as soon as they realise there's a fire but also when they know everyone is out of the building.
- The parents will then be contacted to inform them of the situation.

### *The fire drill record contains the following information:*

- 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.