



Humpty Dumpty Pre-School

The Scout Hut
Eastfield Lane
Ringwood
Hampshire
BH24 1UR

Registered Charity Number: 1027798

Ofsted Number: 109840

Member of the Pre-School Learning Alliance



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.

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; 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).
- 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 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:
 - clearly displayed in the premises;
 - explained to new members of staff, volunteers and parents; and
 - practised regularly, at least once every half term.
- Records are kept of fire drills.

Emergency evacuation procedure

Procedures for practice drills:

- Children are familiar with the sound of the fire whistle.
- The children, staff and parents know where the fire exits are.
- Children are led from the building to the assembly point.
- Children will be accounted for by a staff member as per the daily register.
- How long it takes to get the children out safely is recorded.
- The emergency services are called, in the event of a real fire.
- Parents are contacted by telephone.

The fire drill record book contains:

- The date and time of the drill.
- Number of adults and children involved.
- 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)

This policy was adopted at a meeting of: Humpty Dumpty Pre-School
Held on: 23/11/16
Date to be reviewed: 23/11/17
Signed on behalf of the provider:
Name of signatory: Richard Watson
Role of signatory: Management Committee Chair