



## Little Cherries

### Fire safety and emergency evacuation procedure

#### Policy statement

Little Cherries ensures the highest possible standard of fire precautions are in place. All staff are familiar with the current legal requirements. Where necessary we seek the advice of our landlords (Bewick Bridge Community Primary School). A Fire Safety Log is used to record the findings of risk assessment, any actions taken or incidents that have occurred and our fire drills.

#### Procedures

##### *Fire safety risk assessment*

- The basis of fire safety is risk assessment, carried out by our landlords.
- As we rent the 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 safety precautions taken*

- We ensure that fire doors are clearly marked, never obstructed and easily opened from the inside.
- Our landlord ensures that 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 landlord has all electrical equipment checked annually by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced.
- Our emergency evacuation procedures are approved by our landlord and 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 and our landlord keeps records of the servicing of fire safety equipment.

##### *Emergency evacuation procedure*

The signal for a fire alarm is a **Continuous Siren**.

The signal for a practice fire drill is **Intermittent blowing of a whistle**.

The place of assembly is the corner of the Bewick Bridge Community Primary School hard playground area.

It is the duty of ANYONE discovering a fire, to operate the nearest fire alarm point, telephone the emergency services (Dial 999) and ask for the fire service. The building must be evacuated using the following procedure:

## **All Staff Members**

### **On hearing the fire alarm:**

- Calmly call children in your care together. (Staff working 1:1 with a child with SEN are solely responsible for that child.)
- Visually check that the space around you is empty.
- Children, visitors and staff leave the building via the nearest, safe emergency exit and line up at the gate that leads into Bewick Bridge playground.
- Staff can now lead the children to the assembly point. No personal belongings are to be collected. There must be no rushing or pushing.
- As soon as children, visitors and staff are assembled, a senior member of the group will call the register and report to the Manager if anyone is missing.
- Remain outside the building until the Head Teacher or Manager (advised by the fire authority) deems the premises as safe.

## **Manager**

### **(If the Manager is not in the setting the Deputy will take the role of the Manager):**

- Assign the management of the children in your care to another member of staff.
- Collect (or allocate another member of staff to collect) the registers, visitors log, contact information, first aid box and mobile phone.
- Sweep through the building to check for children or visitors left behind.
- Confirm with the school that the fire brigade has been alerted.
- Conduct a second register of children, staff and visitors.
- Inform the fire brigade on their arrival if anyone is missing.
- Remain outside of the building until a member of the fire authority deems it safe to return.
- During fire drills, record the time taken to clear the premises.

## **Visitors**

- All visitors will be informed of the fire safety evacuation procedures on arrival.
- Administrative staff, visitors etc. should immediately make their way to the assembly point.

## **Fire drills**

Little Cherries hold fire drills half- termly and record the following information about each fire drill in the Fire Safety Log:

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

- On completion, the drill record must be completed and signed by the member of staff who activated the alarm.
- All actions during the fire drill must conform to the above procedure.
- Staff training will include the location of fire alarm points, and fire extinguishers.

### Legal framework

- Regulatory Reform (Fire Safety) Order 2005

### Further guidance

- Fire Safety Risk Assessment - Educational Premises (HMG 2006)

This policy was adopted by	Little Cherries	<i>(name of provider)</i>
On	4 <sup>th</sup> June 2018	<i>(date)</i>
Date to be reviewed	June 2020	<i>(date)</i>
Signed on behalf of the provider	<hr/>	
Name of signatory	Jennie Peacock	
Role of signatory (e.g. chair, director or owner)	Chair	

### Other useful Pre-school Learning Alliance publications

- Fire Safety Record (2015)