**8.5 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 a Fire Officer, or Fire Safety Consultant.

**Procedures**

* The basis of fire safety is risk assessment, carried out by a ‘competent person’.
* The setting will ensure that they have a copy of the fire safety risk assessment that applies to the building..
* Fire doors are clearly marked, never obstructed and easily opened from the inside.
* Alarms and fire fighting appliances conform to BSEN 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 evacuations and the church keeps records of the servicing of fire safety equipment.

*Emergency evacuation procedure*

* How children are familiar with the sound of the evacuation whistle.
* Children, staff and parents know where the fire exits are.
* Children are led in crocodile formation from the building to the assembly point at the rear of the back car park.
* Staff know what their roles are in event of evacuation.
* Supervisor will perform a head count of children and take a register of adults and children present in the setting.
* Children are out safely within three minutes.
* Supervisor calls the emergency services in the event of a real fire.
* Parents are contacted by mobile phone.
* In the event of Major incident such as a bomb – children will be led along to West Drive and the safety of Cuddington Croft School

*The fire drill record book 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)**

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| This policy was adopted at a meeting of | Little Fishes Pre-school | *(name of provider)* |
| Held on | 9 January 2023 | *(date)* |
| Date to be reviewed | Spring 2024 | *(date)* |
| Signed on behalf of the provider |  |
| Name of signatory | Sue Wharton |
| Role of signatory (e.g. chair, director or owner) | Operations Manager |