**Fire and emergency evacuation procedure**

**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 our 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. A Fire Safety Log Book is used to record the findings of risk assessment, any actions taken or incidents that have occurred and our fire drills. We ensure our policy is in line with the procedures specific to our building, making reasonable adjustments as required.

**Procedures**

*Fire safety risk assessment*

* 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).
* Our fire safety risk assessment focuses on the following for each area of the setting:
* Electrical plugs, wires and sockets.
* Electrical items.
* Gas boilers.
* Cookers.
* Matches.
* Flammable materials – including furniture, furnishings, paper etc.
* Flammable chemicals .
* Means of escape.
* Anything else identified.
* We rent our premises & the fire safety is carried out by the Parish Council: 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.
* We ensure 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.
* We have 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 the Fire Safety Officer and are:
* clearly displayed in the premises;
* explained to new members of staff, volunteers and parents; and
* practised regularly
* Records are kept of fire drills and of the servicing of fire safety equipment.

*Fire drills*

We hold fire drills termly and record the following information about each fire drill in the Fire Safety Log Book:

* 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.
* The fire alarm is tested regularly by Parish Council staff.
* Fire exits have proper signage

*Emergency evacuation procedure - Action on discovering a fire*

* Shout fire and blow the whistle -located with the Manager/person in charge(usually on the desk)
* The fire alarm siren will sound
* Staff to help the children line up quickly at the main door or the back door if access is not possible through the foyer
* All to exit quickly and safely across the field to a safe point on the path by the car park – do not stop to collect personal belongings or to tackle the fire
* The manager is responsible for taking the phone, the register & the children’s information bag
* Staff check the toilets & the garden for children before leaving the building
* The manager will take a register of the children & adults.
* The manager will dial 999 to call the fire brigade & any other necessary emergency services
* Staff will contact parents/carers to arrange collection of the children. A minimum of 2 staff will stay with the children until collected.
* No one will re-enter the building until it is declared safe to do so by the fire officer
* Fire exits are clearly labelled

*Procedure to follow if fire alarm sounding when arriving at Alphabets*

* Do not enter building
* Call fire brigade if any smoke or fire can be seen
* Report alarm to Janet, Parish clerk on 07801031538 or Wendy Whitfield, Botley centre manager, on 07770853866
* Do not enter until authorised to do so by fire brigade or Parish Council staff.
* When children start to arrive, parents must stay with them until it is safe for us to take them
* Signing in book and register must be completed before we take charge of a child
* Padlock & risk asses garden first, then take children straight out into the garden
* Staff to split –care for children outdoors (ensure correct ratio) & set up hall
* Once all large equipment has been moved into place & indoor risk assessment has been done, children can come indoors
* Setup indoor areas with the children helping
* Evaluate incident & update parents/carers

Our address – Scout Headquarters, Recreation Ground, Botley, SO30 2ES

Telephone no. – 07867 542988

This policy was adopted at a meeting of Alphabets Pre-school management committee

Held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)

Date to be reviewed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)

Signed on behalf of the management committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of signatory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Chair of committee)