

Fire Safety and Emergency Evacuation Policy



Policy statement

We ensure the highest possible standard of fire precautions are in place. Our manager 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. 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'.
- As we rent our premises from the Scouts, 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, at least once every six weeks.
- Records are kept of fire drills and of the servicing of fire safety equipment.

Emergency evacuation procedure

1. The Manager or Deputy will dial 999 for fire brigade, ambulance or police as necessary and be available to meet and brief emergency services on arrival, unless the fire alarm system automatically alerts them.
2. Individual members of staff will ensure the safe evacuation of all children for whom they are responsible.
3. All staff wear whistles and use codes: 2 whistles = fire, 3 whistles = lock down
4. When the fire alarm whistle is used, children will be marshalled in an orderly fashion following the nearest available escape route and, if possible, all windows and doors should be closed as they exit the building.
5. The Lead Practitioner will collect the attendance register and diary, and/or device with contact details for children and staff and names of any visitors.
6. If a major event is declared the register is not required. All emergency details are on a file accessible by the emergency services computer. Quick evacuation is the priority.
7. Children and staff will assemble in the ball park (and if that is unsafe in the field).
8. The Lead Practitioner will check the attendance register and immediately communicate the names of any children, staff or visitors who are unaccounted for to the Setting Manager or Deputy.
9. Any contractors working on site will stop work immediately and assemble with the permanent staff.
10. If someone is missing, the building will not be re-entered under any circumstances. The information will be given to the most senior member of the emergency services so that a search can be instigated.
11. Nobody will re-enter the building until given express permission to do so by the senior officer of the emergency services.
12. If weather conditions are inclement, a decision to move children to other local buildings will be taken only after the roll call has been completed. The building available for emergency occupation is the Foresters Arms. The owners can be phoned on 01403 251 399 and have agreed to open for us in an emergency.
13. For other emergencies, such as a chemical spill in the area or an intruder, we have a lockdown procedure. Staff will prioritise the safety of the children, and will prevent anyone leaving or entering the building until the situation is resolved.

Fire drills

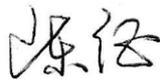
We hold fire drills termly and record the following information about each fire drill in the Fire Safety Log Book:

- 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.

Legal framework

- Regulatory Reform (Fire Safety) Order 2005

Signature:

A handwritten signature in black ink, appearing to be the Chinese characters '陈仁' (Chen Ren).

Date: 04/07/2019

Date to be reviewed: 04/07/2020