

CHADDLEWOOD PRE-SCHOOL AND WOODIES OUT OF SCHOOL CLUB



WESTFIELD, PLYMPTON, PLYMOUTH, DEVON. PL7 2EU



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 of Health and Safety, **Jane Bartlett** and staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as a Fire Safety Consultant. The smoke alarms in both buildings are hard wired. The Hut's alarm is linked to the school and the Bungalow alarm is independent.

Procedures

- The basis of fire safety is risk assessment.
- The Fire Wardens have received training in fire safety sufficient to be competent to carry out risk assessment. This will follow the guidance as set out in the *Fire Safety Risk Assessment*
- The fire safety risk assessment forms part of our daily risk assessments.
- Fire doors are clearly marked, never obstructed and easily opened from the inside. A fire door in the Bungalow is fitted with a sound sensitive automatic door release.
- Smoke detectors/alarms and firefighting 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 approved by the Fire Safety Officer and are:
 - clearly displayed in the premises;
 - Explained to new members of staff, volunteers and parents, visitors and form part of staff induction.
 - Practised in an age-appropriate way and recorded a minimum of 6 times per year.
 - Records are kept of fire drills and the servicing of fire safety equipment, as well as weekly alarm checks.

Emergency evacuation procedure

There is an emergency evacuation procedure for each building which is clearly displayed. It covers procedures for practice drills including:

- What to do in the case of a fire
- Who is responsible for implementing the procedure

- Where the Muster Point is located.
- How to record and evaluate procedure

Fire wardens are:

Jane Bartlett, Claire Kerswill (Bungalow), Sarah Aubury (Hut), Kelly Tomlinson (Woodies)

Legal framework

- Regulatory Reform (Fire Safety) Order 2005
www.opsi.gov.uk/si/si2005/20051541.htm

Further guidance

- *Fire Safety Risk Assessment - Educational Premises* (HMG 2006)
www.communities.gov.uk/publications/fire/firesafetyrisk6

This policy was adopted at a meeting of

Chaddlewood Preschool and
Woodies Out of School Club

Held on

Date to be reviewed

Signed on behalf of the management committee

Name of signatory

Role of signatory (chairperson)
