

St Joseph's Preschool

Fire Safety Policy

Policy statement

We ensure our premises present minimal risk of fire by ensuring the highest possible standard of fire precautions. Management and staff are familiar with the current legal requirements, our fire drill and our evacuation procedure. Where necessary we seek the advice of our local Fire Safety Consultant

Procedures

- * We have a designated named fire safety lead
- * The basis of fire safety is risk assessment. We have carried out and recorded an assessment which is reviewed annually and updated if necessary
- * Fire doors are clearly marked, never obstructed and easily opened from the inside
- * Smoke detectors/alarms and firefighting appliances conform to BSEN standards and are fitted in appropriate high-risk areas of the building. They are checked and serviced annually by fire appliance specialists
- * Our emergency evacuation procedures are clearly displayed in the premises, explained to new members of staff and practised regularly at least every half term
- * Records are kept of fire drills and the servicing of fire safety equipment

On hearing the fire alarm

- * Staff will calmly and immediately evacuate the premises under guidance from the manager or person in charge
- * Using the nearest accessible exit, staff will lead the children and any visitors out and gather at the assembly point
- * Everyone will remain outside the building until the manager and the fire safety lead deem the premises as safe

- * The manager or person in charge will collect the registers, visitors book and the pre-school mobile phone (for contact details) and take these with them on leaving the premises
- * Before leaving they will walk through the building to ensure that no children or visitors have been left behind
- * The manager will telephone emergency services: dial 999 and ask for the fire service
- * In the fire assembly point area the children will be checked against the registers
- * All staff and visitors will be checked against the registers and visitors book

In the event of fire, our first priority is to evacuate all children, visitors and staff out of the building as quickly as possible

Attached: Appendix one – Fire Drill and Evacuation Procedure Appendix two – Fire Safety Risk Assessment

This policy was reviewed (changes made) at a Trustees meeting

Held on 26th May 2022 Signed by [Signature]

Name THERESA HALL Role CHAIRPERSON