

Hound Owls Preschool Fire safety and emergency evacuation

Policy statement

We ensure the highest possible standard of fire precautions are in place. 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 our Fire Officer or Fire Safety Consultant. A Fire Safety Log is used to record the findings of risk assessments, any actions taken or incidents that have occurred and our fire drills.

Procedures

Fire safety risk assessment

- Our fire safety risk assessment focuses on the following for each area of the setting:
 - Electrical plugs, wires and sockets.
 - Electrical items.
 - Flammable materials – including furniture, furnishings, paper etc.
 - Flammable chemicals.
 - Means of escape.
 - Anything else identified.
- As we rent premises, Hound Parish council hold the fire safety risk assessment that applies to the building.

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 are fitted in appropriate high-risk areas of the building and are checked under the hound parish's maintenance programme.
- explained to new members of staff, volunteers and parents; and
- Practiced regularly, once every two weeks.
- Records are kept of fire drills.

Emergency evacuation procedure

In the event of a Fire or other occasion when full evacuation is needed the following procedure will take place.

- On hearing the fire alarm or whistle, the children and adults in the setting will leave through the closest fire exit and will go straight to the enclosed playground behind the building.
- The staff will head count to ensure all children and adults are present.
- Check the toilets before we leave the preschool room.

- Member of staff will ensure that they have the register, emergency file and mobile phone.
- The children will be led by the adults (one adult at the rear and other adults at regular intervals along the line) to the enclosed play area, where a register will be taken to again ensure that all present have been evacuated.
- Once back in the preschool staff will again ensure that all children are present by counting and checking the register again
- If it is not safe to return staff will contact each child's parent, explain the situation and ask that they collect their child from the evacuation point.
- At least 2 members of staff will remain until all children have been collected.

Fire drills and lockdown procedures

We will be teaching the children our lockdown game which is hide and sshh. The children will be encouraged to hide away either in the storage cupboard, the kitchen then through to the locked small room accessed through the kitchen hatch. Staff will make sure doors are locked and curtains closed.

We hold fire drills and practice lockdown procedure half termly and record the following information about each fire drill in the Fire Safety Log:

- The date and time of the drill/lockdown.
- 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.

Policy adopted January 2021