



Fire Safety and Emergency Evacuation

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The person in charge and all the staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Officer.

Fire doors are clearly marked, never obstructed and easily opened from inside. All members of staff are aware of the location of fire exits. Near each fire exit there is a fire action notice explaining the fire procedures.

Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer. Fire exits are kept in good repair.

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
- practiced regularly at least once every six weeks

Fire drills will take place at regular periods. Staff will not be told when this will happen. Our fire drill record contains the date and time of the drill; how long it took; whether there were any problems that delayed evacuation and further action taken to improve the drill procedure. We also keep a record of children/staff who were absent so that another drill can be arranged.

Whistles used to sound the alarm are kept in the kitchen and on the upstairs landing and are clearly marked.

The water fire extinguishers are situated in the entrance hall and on the upstairs landing, the powder fire extinguisher is in the kitchen and there are fire blankets in the kitchen and upstairs landing.

Records are kept of fire drills and the servicing of fire safety equipment.

In the event of a fire staff do not attempt to put it out themselves unless they are unable to get out of the building. Staff should ensure the safety of the children in their care and themselves by collecting the children together and calmly leaving by the nearest exit.

Procedures to be followed in the event of a fire

1. On hearing the fire alarm (a long continuous blow of the whistle) the children in each room will be collected together and taken out of the nearest fire exit to the assembly point which is located in the Sandwich Infant School Car Park.
2. The member of staff nearest to the Kitchen will collect the register, emergency contact sheet, telephone, keys and security code to access the Sandwich Infant School Car Park before going outside. Once assembled the children will line up and the register will be taken.
3. The member of staff in charge that day will call the emergency services (999), using the phone, once he/she has evacuated the building. If the member of staff does not have a mobile phone, and nor does any other member of staff, a member of staff will be despatched to the nearest building to use the phone.
4. Only the member of staff in charge can decide if and when it is safe to re-enter the building. This must be done in liaison with the emergency services.
5. Where it is not possible to return to the building the children will be taken into Sandwich Infant School to be kept warm and dry and to await collection by their parents.
6. In the event of fire spreading to Sandwich Infant School the children will assemble at the Guildhall in Sandwich with the School Children.
7. The officer in charge will inform the authorized collectors that the children can be collected from Sandwich Infant School.

Legal framework

- Regulatory Reform (Fire Safety) Order 2005

Further guidance

- Fire Safety Risk Assessment - Educational Premises (HMG 2006)

This policy was adopted on:

31 January 2011

Date to be reviewed by:

31 August 2012

Signed on behalf of the Management Committee:

Signatory Name:

Lisa Kennedy
