



Martlesham Playschool, At Gorseland School, Deben Avenue,
Martlesham, IP5 3QR
Kesgrave Playschool, Millennium Jubilee Hall, Millennium Way,
Kesgrave, IP5 2EN
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PLEASE DO NOT REMOVE

FIRE SAFETY & EMERGENCY EVACUATION POLICY

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. Staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as a Fire Officer or Fire Safety Consultant.

Procedures

- The basis of fire safety is risk assessment. Our fire risk assessment is clearly displayed in the office for your information.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- 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.
- Our emergency evacuation procedures are :
 - clearly displayed in the premises;
 - explained to new members of staff and volunteers;
 - practised regularly at least once every half term, in each session.
- Records are kept of fire drills and the servicing of fire safety equipment.

Fire Drills

- Children are familiarised with the sound of the whistle.
- Children, staff, volunteers, parents know where the fire exits are.
- Children are led from the building to the assembly point.
- They will be accounted for by the staff member in charge.
- Call the emergency services in the event of a real fire.
- Parents are contacted.

The fire drill record book must contain :

- Date and time of the drill.
- Number of adults and children.
- How long it took.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

Emergency Evacuation Procedure

- One play assistant will immediately blow the whistle continuously - located :- 1) in the garden; 2) in the children's toilets; 3) near the fire door; 4) near the front door; 5) in the kitchen, then
- Advise Gorseland School either by phoning 01473 623790 or going to their reception desk.
- Remaining staff and helpers will usher the children through the nearest safe exit and report to the play leader at the assembly point on the field on the other side of the path/cycleway.

- The play leader will take charge of any evacuation, collecting the child register, adult register, the red box and a phone, ensuring that no-one is left in the building, and then carry out a roll call.

Rounding Up Children When Out/Off The Premises

- Blow the whistle & wave the flag.
- All children to go to the adult waving the flag.

This policy was adopted at a meeting of	Martlesham & Kesgrave Playschools	
Held on (date)		
Signed on behalf of the Management Committee		
Role of signatory (e.g. chairperson etc.)		
This policy was reviewed on		(date)