



MARTLESHAM PLAYSCHOOL

A member of the Pre-School Learning Alliance

Registered Charity No. 288268

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

- How children are familiarised with the sound of the fire alarm.
- How children, staff, volunteers, parents know where the fire exits are.
- How children are led from the building to the assembly point.
- How they will be accounted for and who by.
- How long it takes to get the children out safely.
- Who calls the emergency services and when in the event of a real fire.
- How parents are contacted.

The fire drill record book must contain :

- Date and time of the drill.
- 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 ring the fire bell (located on the kitchen half wall) or blow whistle continuously - located :- 1) in the garden; 2) in the children's toilets; 3) near the fire door; and 4) near the front door, then
- unlock the front door, 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.

This policy was adopted at a meeting of	Martlesham Playschool	
Held on (date)		
Signed on behalf of the Management Committee		
Role of signatory (e.g. chairperson etc.)		
This policy was reviewed on		(date)
<i>continue as necessary</i>		(date)