



General Safeguarding and Welfare Requirement: Safety and suitability of premises, environment and equipment

8.5 Fire safety and emergency evacuation

Policy statement

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The person in charge and staff are familiar with the current legal requirements.

Procedures

- The basis of fire safety is risk assessment. These are carried out by a 'competent person'.
- A copy of the fire safety risk assessment that applies to the building is on display outside the hall and we contribute to regular reviews.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and firefighting 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 approved by the Fire Safety Officer and are:
 - clearly displayed in the premises;
 - explained to new members of staff, volunteers and parents; and
 - practised regularly at least once every six weeks.
 - Records are kept of fire drills and the servicing of fire safety equipment.

Emergency evacuation procedure

- We use a whistle to alert staff, children and volunteers that the hall needs to be evacuated.
- Fire exits are clearly labelled.



- All areas are checked and children are sent to the Fire exit where a member of staff is waiting.
- Children and staff are counted out, the total is checked against the register, the assembly point is the car park and a more detailed register is taken there by the health and safety officer.
- The leader will take the mobile, emergency contact and register..
- The leader will call emergency services if required.
- The leader will use the emergency contact list and call all parents as appropriate.

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.

Legal framework

- Regulatory Reform (Fire Safety) Order 2005

Further guidance

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

This policy was adopted at a staff meeting of Orpington Montessori Preschool in November 2018.

On behalf of Orpington Montessori – Cima Shahroudi

Role – Group Manager

Date of Review: October/November 2019 or earlier if required.