Killamarsh Bears Pre School
Policy
Section 8.0 Safety and Suitability of Premises, Environment and Equipment
Policy 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. Our Pre School Manager and staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as the DCC Fire Officer or Fire Safety Consultant.

Procedures

- The basis of fire safety is risk assessment, carried out by our pre school Manager
- The Manager has received training in fire safety sufficient to be competent to carry out the risk assessment, this will be written where there are more than five staff and will follow the Government guidance Fire Safety Risk Assessment – Educational Premises (HMG 2006)
- Our premises are rented and we will ensure we have a copy of the fire safety risk assessment that applies to the building and that we contribute to regular reviews.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire fighting appliances conform to BS EN standards, are fitting in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are approved by the KSC Fire Safety Officer and are :
  -clearly displayed in the premises
  -explained to new members of staff, volunteers and parents
  -practices regularly, at least once every six weeks.
  -records are kept of fire drills
  The servicing of the fire safety equipment is the responsibility of the Killamarsh Sports Centre.

Emergency evacuation procedures

Our Evacuation procedure covers the following procedures for practice drills including :

- how children are familiar with the sound of the fire alarm
- how the children, staff and parents know where the fire exits are
- how children are led from the building to their assembly point
- how children 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

Our fire drill record book contains:

- the date and time of each drill
- how long it took
- whether there were any problems that delayed evacuation
- any further action taken to improve drill procedure.

This policy was adopted at a meeting of the Management Team of Killamarsh Bears Pre School
Dated : 1st December 2012
Date to be reviewed: Policies are working documents and are continually reviewed when updated information is received. This document will be re-signed every 3 years – or when new information is received and added to the policy.

Signed on behalf of the provider :
Name of signatory : Mrs J Wormleighton
Role of signatory : Administration/Finance Manager