

**Fire Safety and Emergency Evacuation Procedure**

**Statement**

We carefully risk assess the premises to minimise the risk of fire. The Chair, Manager and staff are familiar with the current legal requirements. Where necessary, we seek the advice of a competent person such as our Fire Officer or a representative from Mole Valley District Council who own the building.

**Procedures**

The basis of fire safety is risk assessment. These are carried out by a “competent person”.

The building has been initially risk assessed and any potential hazards identified. These will be assessed every morning before the start of the session to ensure that they do not pose a risk to the Playgroup.

There are four fire extinguishers in the Playgroup. Two by the main entrance and two in the hall which are checked annually. There is a fire blanket in the kitchen.

The fire alarms are tested weekly.

The electrical equipment is tested regularly.

Fire doors are clearly marked, never obstructed and easily opened from the inside.

The building is fitted with manual fire alarms which are to be used in the event of a fire.

Our emergency evacuation procedures are approved by the Fire Safety Officer and are:

Clearly displayed in the premises.

Explained to new members of staff and visitors.

Practiced regularly, at least once a term.

Records are kept of fire drills.

***Emergency evacuation procedure***

This is practiced termly to ensure that the staff and children can safely evacuate the building in the event of a fire.

The playgroup bell is rung continuously to signal a fire drill. Children become familiar with the sound.

The fire exits are clearly marked with appropriate signage.

The staff are allocated specific roles for fire evacuation.

One (or two if there are sufficient numbers) member of staff will lead the children to the fire evacuation point. One member of staff checks the toilet and kitchen and corridor. One member of staff checks the playground area and one member of staff ensures that the telephone, register and contact details are removed from the building.

The Fire Evacuation Point is the climbing frame area at the side of the garden.

The manager (or deputy if the manager is not present) will check the children off the register at the Fire Evacuation Point.

The manager or deputy alerts the emergency services when all the children and staff are accounted for.

Parents are then called to collect their children.

The fire drill record contains the date and time of the drill, how long it took, whether there were any problems that delayed evacuation and any further action/s taken to improve the drill procedure.

**Legal framework**

Regulatory Reform (Fire Safety) Order 2005

[www.opsi.gov.uk/si/si2005/20051541.htm](http://www.opsi.gov.uk/si/si2005/20051541.htm)

**Further Guidance**

Fire Safety Risk Assessment – Educational Premies (HMG 2006)

[www.communities.gov.uk/publications/fire/firesafetyrisk6](http://www.communities.gov.uk/publications/fire/firesafetyrisk6)

Fire Safety in new and existing school buildings March 2014

<https://www.gov.uk/government/publications/fire-safety-in-new-and-existing-school-buildings/fire-safety-in-new-and-existing-school-buildings>

Signed by Manager………………………………………………………..

Date………………………………………………………………………………

Review date……………………………………………………………………..