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 Rainbows End Pre-School

 Timebridge Community Centre

 Mobbsbury Way

 Stevenage

 Herts

 SG2 0HT

**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 our staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Officer or Fire Safety Consultant.

**Procedures**

**Fire Safety Risk Assessment**

* The basis of fire safety is risk assessment, carried out by a ‘competent person’.
* We have an outside company that checks the procedures in place for fire safety.
* The outside company complete a fire safety risk assessment focusing on the following for each area of the setting:
* Electrical plugs, wires, and sockets.
* Electrical items.
* Gas boilers.
* Cookers.
* Matches.
* Flammable materials – including furniture, furnishings, paper etc.
* Flammable chemicals.
* Means of escape.
* Anything else identified.
* We will ensure that we have access to the fire safety risk assessment that applies to the building and that We contribute to regular reviews.

**Fire Safety Precautions Taken**

* We ensure that fire doors are clearly marked, never obstructed, and easily opened from the inside.
* The community centre manager ensures that smoke detectors/alarms and firefighting appliances conform to BS EN standards, are fitted in appropriate high-risk areas of the building and are checked as specified by the manufacturer.
* We have all electrical equipment checked annually by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced.
* Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
* clearly displayed on the premises.
* explained to new members of staff, volunteers, and parents; and
* practised regularly, at least once a term.
* Records are kept of fire drills and the servicing of fire safety equipment is kept in the community centre office.

**Emergency Evacuation Procedure**

 **In case of fire call 999**

* If the alarm sounds, please leave the building with your child(ren) and emergency bag and register. Please do not stop to collect your belongings.
* Encourage the children to hold on to the skipping ropes.
* On leaving the building assemble with your children in front of the astroturf area in Nobel playground.

Do a roll call, then move into the astroturf area towards the back gate.

* Act on the assumption that children and pupils will not necessarily realise dangers that are obvious to adults or take appropriate action even if they do.
* Visitors to the preschool should sign in as soon as possible.
* It is important for your safety and the safety of others in the building that the passages, corridors and external doorway are kept clear of any type of storage and that all FIRE DOORS are maintained, and self-closing doors are not wedged open at any time of the day.
* Last thing at night, ensure that electrical appliances are turned off and plugs removed.

 **PLEASE REMEMBER HEALTH AND SAFETY COME FIRST**

Smoking and e-cigarettes are **not** permitted in any part of the building.

**Fire Drills**

We hold fire drills termly and record the following information about each fire drill in the fire drill record book:

* The date and time of the drill.
* Number of adults and children involved.
* How long it takes to evacuate.
* Whether there were any problems that delayed evacuation.
* Any further action taken to improve the drill procedure.
* If we can not re-enter the building, arrangements have been made to take refuge in Lodge Farm School and if this is not possible, we will move to Camps Hill School.

This policy was adopted by Clair Rivers-Ward