**FIRE SAFETY AND EMERGENCY EVACUATION POLICY.**

Cowling Preschool ensures that all our outdoor and indoor furniture and toys are safe and suitable for the purpose, to reduce and remove fire risks.

**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. Where necessary we will 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, this is carried out by a competent person.
* The manager has received fire safety training, sufficient to carry out the risk assessment.
* We have a copy of the fire safety risk assessment that applies to the Village Hall and 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 BSEN standards, are fitted in appropriate high risk areas and are checked as specified by the manufacturer.
* Our emergency evacuation procedures are approved by the Fire Safety Officer and are clearly displayed. We explain these to new members of staff and volunteers and practise them at least once every six weeks. Records are kept of fire drills and the servicing of fire safety equipment.

Emergency Evacuation Procedure.

* We have a nominated person each day who is responsible for fire safety and the emergency evacuation procedure.
* If emergency evacuation is required, one member of staff is responsible for taking the register, parent’s contact details and the mobile phone.
* One further member of staff is responsible for opening the gate in the outside area which we evacuate through, and then staff lead the children to our evacuation point behind the Village Hall building.
* One member of staff ensures everyone is out, toilets etc. are empty, and unlocks the main door to allow for us to return into the room once the all clear is given.
* We assemble at the fire point behind the village hall and in the case of a drill, the member of staff who led the children out goes back round to the front of building to check all is ok.
* Whilst this is happening another staff member does the register and counts the children and the fire brigade would be contacted in the event of a real fire or emergency.
* Once we have the all clear following a drill the children are lead back around into the preschool room and a headcount is completed again.
* In the event of a fire or emergency, parents would be contacted immediately to collect their children.
* All fire exits are clearly marked and on average it takes two minutes to evacuate and assemble at the fire safety point.
* Regular drills are carried out to ensure our children are aware of the sound of the alarm and where possible understand what is required of them, to avoid any distress or panic.

**This policy was adopted on .………………………………….......**

**Date to be reviewed ...…………………………………….**

**Signed on behalf of the management committee …………………………………………**

**Name of signatory …………………………………………**

**Role of signatory (e.g. Chair/owner) …………………………………………**