



Red Dragon Pre-School

Policies and Procedures

Fire safety and emergency evacuation

Contact details:

Red Dragon Pre-School,
St Blaise Church of England Primary School,
School Lane,
Milton Heights,
Abingdon,
OX14 4DR

Telephone: 07554194601

Email: info@reddragonpreschool.co.uk

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 Pre-School's Supervisor and staff are familiar with the fire safety requirements. Where necessary we 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. These are carried out by a 'competent person'.
- Red Dragon Pre-School is a rented premises. We ensure that 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 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 (Ruth Leach, School Head teacher) and are:
 - clearly displayed in the premises;
 - explained to new members of staff, volunteers and parents; and
 - practised regularly at least once every twelve weeks, so children and staff are familiar with the sound of the fire alarm and know what to do in an emergency
 - Records are kept of fire drills and the servicing of fire safety equipment.

Emergency evacuation procedure

Red Dragon Pre-School's emergency evacuation procedure follows the main school's fire evacuation procedure and should be read in conjunction with the critical incident plan. The emergency evacuation procedure is as follows;

1. Adult who first becomes aware of the fire should sound the alarm using the nearest fire point.
2. On hearing the alarm
 - Staff ensure children have stopped their activities
 - Claire Arthurs lines up the children and any visitors at the nearest fire exit (from classroom or hall)
 - Amy Giles, as supervisor, checks the room including bathroom and kitchen for anyone else and collects the mobile phone, register, visitors book and emergency contacts
 - Once assembled, Claire Arthurs leads the children and any adults out of the fire exit, followed by Amy Giles. Everyone is to walk calmly and quietly down to the assembly point, the playground at the front of the school,

- Amy Giles, head counts all pupils and adults and checks the register to ensure everyone is accounted for.
 - Caroline Bradbury (school admin officer) or in her absence, Rachel Darby (main school designated fire warden) to phone fire service. Brings own school registers, visitors book and mobile phone to assembly point.
3. Rachel Darby checks main school toilets and cloakrooms.
 4. Staff to ensure children / visitors are out of the building within 4 minutes from first hearing the alarm
 5. Staff to telephone parents and committee chairperson as necessary.
 6. Staff to meet anyone, including parents, who may arrive at the school gates.
 7. No one to return to the building until asked to do so by the Head Teacher or designated teacher in charge
 8. Red Dragon children and adults to return to building in same formation with Claire Arthurs leading and Amy Giles at the back of the group. Upon re-entering the building, everyone sits down and Amy Giles re-counts the children and adults.
 9. A discussion with the children takes place so they are given the opportunity to ask questions and understand what has happened. The discussion covers what the alarm signifies, why we go outside to the assembly point and the importance of staying close to the staff. The children are also shown where the fire point is after each practice evacuation/ emergency and reminded of the importance not to interfere with it or the fire extinguisher in the room.
 10. Supervisor to fill out fire drill record which contains;
 - 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.
 11. Fire record filed for future reference, with easy access to if needed.
 12. Staff to discuss positive and negative feedback with the main school management.

Legal framework

Regulatory Reform (Fire Safety) Order 2005

Further guidance

Fire Safety Risk Assessment - Educational Premises (HMG 2006)

This policy was adopted at a meeting of	Red Dragon Pre-School
Held on	
Date to be reviewed	
Signed on behalf of the management committee	
Name of signatory	
Role of signatory (e.g. chair/owner)	

Fire Evacuation Procedure

Make Sure

- You know what to do in the event of fire
- You know fire exit escape routes
- You keep fire exit escape routes clear

On hearing the fire alarm:

- 1.** Stop what you are doing
- 2.** Do not collect any belongings
- 3.** Walk calmly
- 4.** Leave through the nearest exit
- 5.** Go to the playground at front of school
- 6.** Listen for the register
- 7.** Do NOT return to the building until the Head teacher of the school says it is safe