



## **TCC Christian Preschool**

### **Fire Safety and Emergency Evacuation Policy**

#### **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 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'
- The manager/supervisor has received training in fire safety sufficient to be competent to carry out 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).
  - Fire doors are clearly marked, never obstructed and easily opened from the inside
  - Smoke detectors/alarms and firefighting 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:
    - Clearly displayed in the premises
    - Explained to new members of staff, volunteers and others in the setting
    - Practised regularly
  - Records are kept of fire drills and the servicing of fire safety equipment

#### **Emergency Evacuation Procedure**

- When the fire alarm sounds all children are lined up at the fire exit
- A designated member of staff checks the toilets
- Children are led from the building to the safe area (in the car park)
- A designated member of staff is responsible for taking the register
- The register is called, and all children and staff are accounted for
- A designated member of staff is responsible for calling the emergency services
- The manager/supervisor will contact parents to arrange for them to collect their child in the event of the preschool having to close due to a fire

## Practices

Staff practices fire drills regularly so children know what the alarm sounds like and what procedure they need to follow. This is conducted in a calm and orderly fashion so the children are not frightened.

*Fire Drill Record book must contain:-*

- 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

## 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 Premises (HMG 2006)  
[www.communities.gov.uk/publications/fire/firesfetyrisk6](http://www.communities.gov.uk/publications/fire/firesfetyrisk6) \*\*

1.3 Keeping safe		3.3 The learning environment 3.4 The wider context	
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Signed ..... Manager

Date .....

\*\* Fire Safety Risk Assessment – Educational Premises (147 pages) – view on line if needed