

Fire safety and emergency evacuation

Policy statement

We ensure the highest possible standard of fire precautions are in place. 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 The Lantern Church Fire Officer. A Fire Safety Log Book is used to record half termly fire drills and any actions taken or incidents. We ensure our policy is in line with the procedures specific to our building, making reasonable adjustments as required.

Procedures

Fire safety risk assessment

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- We ensure that there is a copy of the fire safety risk assessment that applies to the building on display 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.
- We ensure that smoke detectors/alarms and fire fighting 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. Any faulty electrical equipment is taken out of use and either repaired or replaced.
- Our emergency evacuation procedures are:
 - clearly explained to new members of staff, volunteers and parents; and
 - practised regularly, at least once every six weeks.
- Records are kept of fire drills,

Emergency evacuation procedure

- a member of staff will set off the fire alarm.
- on hearing the fire alarm all staff collect children in their area. One member of staff is delegated to check the toilets, foyer and other rooms, by the senior member of staff. If all staff are with children then the senior member of staff will check these areas.
- All staff and children leave the building by the nearest exit and move to the assembly point which is outside on the grass area adjacent to Canford Magna.
- The senior member of staff gets the phone, child and staff registers, emergency bag and contact details for staff and children.
- The senior member of staff calls the registers.
- The emergency services are called (after leaving the building)

If we are unable to return to the building the children will be walked to Canford Church (CMC) where the children will remain safe until parents are able to collect them.

Fire drills

We hold fire drills half termly and record the following information about each fire drill in the Fire Safety Log Book:

- The date and time of the drill.
- 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