

## **General Safeguarding and Welfare Requirement: Safety and suitability of premises, environment and equipment**

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency

### **St Matthew's Preschool Policy**

#### **5.5 Fire safety and emergency evacuation**

##### **Policy statement**

The hall and fire safety equipment is installed, updated and maintained by St Matthew's Church, Redhill. They carry full responsibility for the hall and fire safety equipment under the 2005 Regulatory reform (fire safety) order. The named responsible people are the Church Wardens: Hugh Jones and Angie Baker. Wendy Wren is the hall manager for the church and is our first point of contact.

The committee as an employer also has a responsibility to ensure correct procedures are followed.

The Managers and staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as the Fire Officer (Steve Whitmore) appointed by the church, or a Fire Safety Consultant.

##### **Procedures**

- The basis of fire safety is risk assessment. These are carried out by Mrs Amanda Rees.
- The Fire Officer, Mrs Amanda Rees, has received training in fire safety sufficient to be competent to carry out risk assessment. Her deputy, Mrs Allison Warner has also received fire safety training. This training will be renewed in accordance with legal requirements, at present every three years.
- We will ensure that we have a copy of the fire safety risk assessment that applies to the building and that we carry out 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. This is the responsibility of the church.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
  - clearly displayed in the premises;
  - explained to new members of staff, volunteers;
  - Practised regularly.
  - Recorded and kept on file.

##### *Emergency evacuation procedure*

- Children are familiarised with the sound of the fire alarm through regular practices.
- Fire exits are clearly marked.
- Children are led from the building by a Manager and the rest of the staff to the agreed assembly point which is either the garden or the car park. The fire safety officer or her deputy checks the toilet area and

any enclosed spaces, collects the register, children's information file and the visitor book. She reports back to the Manager if there are any areas she is unable to check.

- A Manager will take the register.
- The fire safety officer calls 999/112 in the event of a fire/emergency/incident.
- Parents are contacted by mobile phone.

*The fire drill record sheet must contain:*

- Date and time of the drill.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.
- A personal emergency evacuation plan (PEEP) will be put into place for any child/staff member/volunteer who has additional needs necessitating in them requiring help during an evacuation.

This policy was adopted at a meeting of

St Matthew's Preschool

Held on

\_\_\_\_\_ (date)

Date to be reviewed

\_\_\_\_\_ (date)

Signed on behalf of the management committee

\_\_\_\_\_

Name of signatory

\_\_\_\_\_

Role of signatory