

## **B. Fire Safety Procedure**

The designated member of staff responsible for fire safety is the Manager/Deputy Manager. They will ensure that the entrance and fire exit remain unobstructed during sessions. In conjunction with the Health and Safety Officer and WSSSES, they will plan and perform regular fire drills, at least once every half term.

We have our fire safety equipment checked annually. We record these checks, as well as logging and fixing faults on an on-going basis.

### **Staff**

All staff understand their responsibilities and roles in the event of a fire. This is included in their induction training and reinforced by regular drills. They are aware of the location and how to use fire safety equipment.

Each member of staff will be involved in emergency evacuation practice. The days and times of drills are varied to ensure that all staff and children take part.

Children with a physical disability are allocated an appropriate adult at the start of each session who is responsible for their particular care in the event of a fire/emergency.

### **Emergency procedure**

In the event of a fire/emergency, the responsible person will initiate the following procedure:

1. They will inform all those present (including visitors) of the situation and will sound the fire alarm. Use horn to alarm school by walking around the school building sounding the horn.
2. They will delegate the evacuation procedure to a member of staff. All persons will be led in a calm, organised fashion from the building and will assemble on the school playing field (far right-hand corner) for the register to be taken. Children and adults with a physical disability, including those requiring wheelchairs, must be escorted so as to avoid delaying the other children's departure.
3. They will assess the scale of the fire/emergency and whether it can be contained immediately with fire blanket/extinguisher or other means.
4. The register and mobile phone will be removed from their normal storage place. Where this is not possible, a headcount will be done immediately on exit from the building.
5. Where possible, the responsible person will check the toilets, kitchen, office and main area before they leave the building, to ensure that everyone has left and all children are accounted for.

6. Appropriate emergency services will be called.
7. The Chair of the management committee will be contacted.
8. If we require immediate temporary accommodation until the end of the session, we will firstly approach WSES to use the school hall. If this is not possible, then we will contact the village hall, community centre or church.
9. In the event of a major incident affecting Welford Pre-school and WSES, the children will be evacuated to the church.
10. The children's safety is our first priority. Once this has been achieved, we will contact parents/carers as soon as possible. Emergency contact numbers are kept in the register and an off-site copy is updated at least every half term.

### **Following an emergency evacuation**

1. A log will be made of the event, including procedure followed and verification of headcount. The log will identify any problems encountered.
2. Any problems will be addressed immediately by the Manager and management committee. Where appropriate, we will seek advice from the Fire Safety Officer.

Date reviewed	<b>13/05/2021</b>
This policy was adopted at a meeting of Welford Pre-school held on	<b>20/05/2021</b>
Signed on behalf of the Committee	<i>E Worrell</i>
Role of signatory	<b>Chair</b>