



High Legh Preschool Nursery - Fire Safety and Emergency Evacuation Policy

Policy Statement

All staff are to be aware of the procedures regarding emergencies in the case of a fire and know clearly their responsibilities in the event of the building needing evacuation. The advice of a local Fire safety consultant has been sought and the advice given specific to the building has been considered and included into our evacuation policy.

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 firefighting appliances conform to BS EN standards, are fitted in appropriate high-risk areas of the building and are checked weekly, monthly or annually as specified by the manufacturer.
- We have all electrical equipment checked annually by a qualified electrician. Any faulty electrical equipment will be reported, taken out of use and not used until either repaired or replaced.
- 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 and parents and practised regularly.
- Records are kept of fire drills by the Preschool and of the servicing of fire safety equipment is carried out on an annual basis.
- Staff should familiarise themselves with the location and instruction of the fire appliances.
- The number of children and the number of adults present at any one time is displayed by the fire exit. This information is recorded so that in an emergency everyone can be accounted for if the premises needs to be evacuated.
- It is all staff members responsibility to ensure these records are updated if children enter or leave the premises during the sessions.
- No un-authorized heating appliances shall be used on the premises.
- All electrical equipment belonging to Preschool will be switched off before leaving the premises.
- No internal decorations of a combustible nature will be erected without the consent of the Nursery Manager. No decorations will be displayed near light fitting or heating's.

Emergency evacuation procedure

- The fire assembly point is in the front garden.
- On hearing the alarm children and adults should leave by the safest fire exit. The building has two exits, the front door and the back door.
- Any doors en-route should be closed after ensuring no person is present in the room.
- Adults and children should make their way to the assembly point, where a register will be taken.
- If it is not safe to stay at the assembly point, adults and children will leave via the gate in the hedge and assemble on the pavement opposite the premises. The code for the gate is the same as the back door.

Assembly Point

- In the front garden.
- In extreme circumstances, if it is not safe to assemble in the garden. All staff and children will leave via the garden gate and assemble on the pavement opposite the building on Pheasants Walk.

ON NO ACCOUNT SHOULD ANY ATTEMPT BE MADE TO RE-ENTER THE BUILDING UNTIL FIRE SERVICES HAVE CHECKED THE BUILDING IS SAFE TO DO SO.

Fire Safety and Emergency Evacuation Procedure

All staff are to be aware of the procedure regarding emergencies in the case of a fire and know clearly their responsibilities in the event of the building needing evacuation. The advice of a local Fire safety consultant has been sought and the advice given specific to the building has been considered and included into our evacuation procedures.

- There are two fire exits in the building, children and staff will leave via the safest route away from the site of the fire. If in the bathroom when the alarm sounds, the safest exit may still be the back door as leaving via the front door is potentially dangerous for the children.
- As a fire is most likely to be from the kitchen, the back door is likely to be the safest exit during a fire evacuation.
- If staff are in the Office, they should make their way to the assembly point.

Fire safety precautions taken

- As soon as the bell is sounded the building is to be evacuated.
- We ensure that fire doors are clearly marked, never obstructed and easily opened from the inside.
- Staff should familiarise themselves with the location and instruction of the fire appliances.
- The number of children and the number of adults present at any one time is displayed by the fire exit.
- It is all staff members responsibility to ensure these records are updated if children enter or leave the premises during the sessions.

On discovering a fire

- Raise the alarm by breaking the glass of the fire alarm.
- Call the fire brigade. - High Legh Preschool, Rosemead, Pheasants Walk, High Legh WA16 6LN N.B the alarm is not connected to the fire service. Tell the fire service where the fire is and if known what type of fire it is. i.e electrical, gas etc.

On hearing the fire bell

- On hearing the fire bell or if the alarm is raised the building is to be evacuated immediately.
- Children and Adults will leave via the safest fire exit door through to the assembly point.
- A staff member will collect the register, the emergency details book and any asthma medication (if possible) The person in charge will systematically check the rooms and the toilets for any remaining staff or children.
- A fluorescent jacket is situated by the front exit and will be used to alert traffic on Pheasants Walk of the presence of the children.
- A member of staff will lead the children to the assembly point.
- The assembly point is in the front garden.
- In extreme circumstances, if it is not safe to assemble in the garden. All staff and children will leave via the garden gate and assemble on the pavement opposite the building on Pheasants Walk.
- Once assembled the staff member in charge will take the register to ensure all staff and children are accounted for.
 - All persons will remain at the assembly point until fire services have deemed it safe to return to the building Assembly point
- In the front garden or on the pavement opposite the building on Pheasants Walk.
- In extreme circumstances, if it is safe to do so all adults and children will make their way to the local school where we will endeavour to make contact with parents for children to be collected

ON NO ACCOUNT SHOULD ANY ATTEMPT BE MADE TO RE-ENTER THE BUILDING

