

FIRE SAFETY AND EMERGENCY EVACUATION POLICY

Policy Statement

We ensure our premises present no risk of fire by ensuring a high standard of fire precautions. We work alongside Longwick Village Hall's Committee to ensure that fire equipment is in compliance with the current legal requirements and where necessary we will seek the advice of a competent person, such as a fire safety consultant.

Procedures

- The basis of our fire safety is our risk assessments. These are carried out by the manager of the setting.
- 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 areas of the building and are checked on a yearly basis.
- Records are kept of fire drills

Our Emergency Evacuation Procedures are: -

- Clearly displayed on our main notice board.
- Explained to new members of staff and volunteers and are included in the induction process.
- Practised regularly at least once every half-term.

Emergency Evacuation Procedure

- A whistle is used to draw the children's attention. The person using the whistle tells staff where to exit the building. This will either be via the fire doors near the back of the main hall area or through the entrance doors to the village hall.
- Staff will escort the children to the safest exit as told by the whistle blower ensuring they have checked how many children are in the setting. (Notice of this is displayed on the whiteboard at all times).
- Children and staff are counted again to ensure numbers tally.
- The Session Leader will leave last after checking the toilets, kitchen and hall to ensure everyone has vacated the building.
- The Session Leader will ensure they take the following items out of the building: -
 - Mobile Phone
 - Signing-in Register containing emergency contact numbers for parents/carers
 - Keys to hall
- All other staff members are to remain vigilant with the children.
- The children will be lined up by the slope to the side of the village hall.
- A headcount will be taken by a staff member as soon as all children are lined up and a registration will be taken when the Session Leader is out.
- The Emergency Services will be called.

- Longwick School Office will be used to assemble the children in a safe place to be collected by a parent or carer in the event that we have to evacuate the whole site.
- Parents/carers will be contacted and informed of events.
- Staff members are informed of their role in the event of an evacuation and this information is detailed above.
- All fire drills will be recorded and evaluated. Evaluation sheets will be kept in the Risk Assessments folder and any actions, deemed necessary, will be acted on.
- Emergency procedures to vacate the building will be practised at least once per half-term.

Date Policy Implemented *April 2015*

Signed *A Barter*

Name and Role *Alex Barter, Committee Management Chair*

Date of Last Review *November 2022*

Date of Next Review *November 2023*