



Fire safety and emergency evacuation

Policy statement

Southwell smiley faces ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The person in charge and staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Officer, or Fire Safety Consultant.

Procedures

- The basis of fire safety is risk assessment. These are carried out by Jenny Whyton.
- 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.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
 - clearly displayed in the premises- At the front and back door and beneath the emergency whistle.
 - explained to new members of staff, volunteers and parents; and
 - practised regularly at least once every six weeks.
 - Records are kept of fire drills and the servicing of fire safety equipment.

SOUTHWELL SMILEY FACES EMERGENCY FIRE AND EVACUATION POLICY

IN CASE OF EMERGENCY THE EMERGENCY WHISTLE WILL BE BLOWN TO ALERT THE CHILDREN AND ADULTS. HALF-TERMLY FIRE DRILLS ENSURE THE CHILDREN ARE FAMILIAR WITH SOUND OF THE WHISTLE AND HOW TO RESPOND. THEY ARE ALSO INFORMED OF THE SAFE EXITS FROM THE BUILDING AND TO ONLY LEAVE IF ACCOMPANIED BY A MEMBER OF STAFF.

SCHOOL LEADER TO CALL **999** AND COLLECT THE SIGNING IN BOOK.

THE REMAINDER OF THE STAFF ARE TO COLLECT ALL OF THE CHILDREN AND EVACUATE THE BUILDING THROUGH THE NEAREST FIRE EXIT. STAFF/VOLUNTEERS ARE MADE AWARE OF THE LOCATION OF FIRE EXITS AT THEIR INDUCTION.

ALL MEMBERS OF STAFF AND ALL CHILDREN ARE TO ASSEMBLE AT THE DESIGNATED PLACE OF SAFETY (**SOUTHWELL PRIMARY SCHOOL ALLOTMENTS, ADJACENT TO SOUTHWELL SMILEY FACES**).

ANY OTHER PERSONS WHO ARE WITHIN THE SCHOOL BUILDING OR THE GROUNDS OF THE SCHOOL ARE TO REPORT TO THE TEAM LEADER AND COMPLY WITH THE EMERGENCY FIRE POLICY.

THE REGISTER WILL BE TAKEN BY THE LEADER TO ENSURE EVERYONE HAS BEEN ACCOUNTED FOR. EVACUATION AND REGISTRATION WILL BE COMPLETED IDEALLY WITHIN 4 MINUTES.

THE SCHOOL LEADER IS TO LIAISE WITH THE EMERGENCY SERVICES WHEN THEY ARRIVE TO LET THEM KNOW WHETHER ANYONE IS LEFT IN THE BUILDING.

IF IT IS NECESSARY, PARENTS WILL BE CONTACTED BY TELEPHONE TO COLLECT THEIR CHILDREN.

PLEASE NOTE THAT ANY FIRE NO MATTER HOW SMALL SHOULD ONLY BE TACKLED IF DEEMED SAFE TO DO SO, AND THAT THE PERSON IS COMPETENT IN THE EXTINGUISHING OF THE FIRE. AT NO TIME SHOULD THEY PUT THEMSELVES OR OTHERS AT RISK.

Southwell Smiley Faces fire drill record book contain:

Date and time of the drill.

- How long it took.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

This policy applies to both Pre-School and Out-of-School Club