|  |  |
| --- | --- |
| Pavilion Pirates Preschool  Baden-Powell Lodge,  Pavilion Road,  Off Woodhouse Lane,  Botley,  SO30 2EZ  Contact During Session:  07769177701 | ***Registered Charity:1185950***  **2001-2021**  **20 Years**  ***Registered with Ofsted***  ***Supported By***  ***small for partnership publications*** |

**8.5 Fire Safety and Emergency Evacuation**

**Policy Statement**

Pavilion Pirates Preschool ensure the highest possible standard of fire precautions are in place. Where necessary we seek the advice of a competent person, such as Baden Powell Hall Committee. A Fire Safety Log Book is used to record the findings of risk assessment, any actions taken or incidents that have occurred and our fire drills. We ensure our policy is in line with the procedures specific to our building, making reasonable adjustments as required.

**Procedures**

* Where we rent premises, we will ensure that we have a copy of the fire safety risk assessment that applies to the building.

*Fire safety precautions taken*

* We ensure that fire doors are clearly marked, never obstructed and easily opened from the inside. Any faulty electrical equipment is taken out of use and either repaired or replaced
* Our emergency evacuation procedures are:
* explained to new members of staff, volunteers, visitors and parents; and

practised regularly, at least once every term

* Records are kept of fire drills and of the servicing of fire safety equipment in the Fire Log Book.

*Emergency evacuation procedure for fire*

* Everyone in the building will be alerted by the sound of a ringing alarm or 3 short blows on a whistle
* Designated person will collect register, phone and First Aid/Medication Box, as all staff guide children and visitors (if applicable) to the nearest fire exit that lead out to the carpark.
* As the above is being conducted, the Lead will check garden, back room, toilets, hall and kitchen and switch off the door alarm before joining the group.
* Children will be taken out of the building first through the nearest fire exit and then will stand in pairs and the guide rope with handles will be passed along for the children to hold onto. (The box containing the guide rope is situated by the fire exit doors).
* Upon reaching the assembly point (in front of tennis court) all children will be counted and the register will be called for both children and staff.
* Lead Practitioner will explain to the children what is happening to ensure children are not upset.
* In the event of a real fire, a member of staff will ring 999 to report the fire. The premises are linked to the local Fire Brigade.
* In the event of a real fire, we will wait for the advice from the Fire Brigade and then, if required, staff will contact the parents using the telephone numbers supplied on the register.

*Fire drills*

We hold fire drills termly and record the following information about each fire drill in the Fire Safety Log Book:

* The date and time of the drill.
* Number of adults and children involved.
* How long it took to evacuate.
* Whether there were any problems that delayed evacuation.
* Any further action taken to improve the drill procedure.

**Legal framework**

* Regulatory Reform (Fire Safety) Order 2005

**Further guidance**

* Fire Safety Risk Assessment - Educational Premises **(HMG 2006)**
* **Fire Safety Record (Early Years Alliance 2019)**

**8.5 Fire Safety and Emergency Evacuation**

**This policy was adopted by Pavilion Pirates Preschool CIO**

**On 21.07.2022**

**Date reviewed Every two years**

**Signed on behalf of the provider**

**Name and Role of Signatory Linda Noble (Trustee/NI)**

**Signed on behalf of the provider**

**Name and Role of Signatory Helen Travers (Trustee)**

**REVIEW DATE 21.07.2024**