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Sacred Heart Pre-school

Heys Street  
Thornton-Cleveleys  
FY54HL

Tel: 07835711921  
EY 318019

**(13) Fire safety and emergency evacuation (EYFS – 3.55, 3.56)**

**Policy statement**

We 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 Safety Officer – who is **Julie Dickinson**.

**Procedures**

* The basis of fire safety is risk assessment, carried out by a ‘competent person’.
* The manager has received training in fire safety sufficient to be competent to carry out the risk assessment.
* Where we rent premises, we will ensure that we have a copy of the fire safety risk assessment that applies to the building and that we contribute to regular reviews.
* Fire doors are clearly marked, never obstructed and easily opened from the inside.
* Smoke detectors/alarms and fire fighting appliances conform to BS EN 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;
* explained to new members of staff, volunteers and parents; and
* practised regularly
* Records are kept of fire drills and of the servicing of fire safety equipment.

*Emergency evacuation procedure*

* Children are made aware of the Fire Alarm (A hand-bell which is rung as well as the Fire Alarm and there is a flashing light above the door).
* Children are made aware of the emergency exit by following the Aunties. There are emergency exit signs informing adults of their location.
* Children are led to the assembly point via the exit, alongside the Aunties..
* The manager takes register at the assembly point. There is a ‘Grab Bag’ by the exit containing First Aid equipment and all contact details.
* It takes approximately 5 minutes to get all children from the building.
* Each member of staff has a particular role whenever the Fire Alarm is raised.
* Parents are informed that a fire drill has taken place and it is marked in the register.

*The fire drill record contains:*

* The 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.

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**Policy adopted/implemented by SACRED HEART PRE-SCHOOL in:**

August 2023

**Date to be reviewed:**

August 2024

**Signed on behalf of management team:**

Chelsea Porter (Deputy) – 24/8/23