**Health and safety - 5.3 Fire safety and emergency evacuation policy**

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**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 Officer, or Fire Safety Consultant.

**Risk Assessments**

The basis of fire safety is risk assessment. These are carried out by a ‘competent person’ and reviewed regularly. In addition to Little Apples’ own risk assessment, we refer to the Bramley Village Hall Trust Fire Risk Assessment document. Our representative on the Village Hall Trust Committee contributes to their risk assessment and also ensures the Trusts responsibilities under Fire Safety Regulations are fulfilled and regular inspections take place. Currently the Fire safety is contracted to Circle Fire, Basingstoke.

**Precautionary procedures**

Fire doors are kept clear.

Our emergency evacuation procedures are displayed and explained to visitors and new members of staff.

Practice evacuations are carried out regularly, recorded and assessed for effectiveness.

Electrical equipment is inspected regularly and disposed of if damaged.

**Emergency Procedures**

If the manual or automatic fire alarm sounds, the emergency services are called immediately.

Staff are responsible for assisting children to exit the building, not visitors or parents.

Staff and children exit through the nearest fire exit. The fire exit on the stage is covered by a stair gate which staff are familiar with opening.

Staff are aware that the doors are too heavy for pre-school children to open unaided.

Adults and children do not re-enter the building or collect possessions.

Children evacuate the building holding hands in a line with adults in accordance with statutory ratios. Children with additional developmental or behaviour needs are supported as required, being carried if necessary.

Adults, children and visitors form a circle on the far side of the carpark. Trained members of staff wear Fire Marshall High visibility jackets.

Management are responsible for collecting the register, visitor log and evacuation kit and for checking the toilets and all rooms.

Where safe to do so, the medicines box and mobile phone should also be collected.

Where groups exit by the main doors to the outer lobby, these doors will need to be unlocked. The key is kept on a key hook above child height.

Where groups exit by the garden gate, this will need to be unlocked. The key is kept on a key hook above child height.

The register is called in the car park. Children and adults are registered and counted.

One member of staff stands by the car park vehicular entrance to stop vehicles entering the car park dangerously while the children are on the car park.

Where the medicines box has not been evacuated, an ambulance should be called where there is a perceived immediate medical risk.

An ambulance will be called for any casualties.

Where it is necessary to contact parents to collect children, the contact details are on the register and can be accessed remotely by Joanne Whatley or Karen Totterdell.

Children are signed out on collection.

We only re-enter the building when advised it is safe to do so by the emergency services.

The governing Committee and Ofsted must be notified.

**Evacuation kit**

There are two hi-vis evacuation kits, located by the most likely exits. These should contain:

Key for height restrict barrier to allow access to emergency services.

Disposable gloves.

First aid kit.

Emergency blankets.

Contact details for Karen Totterdell and Joanne Whatley.

Wrist straps

Nappies and wipes

**Legal Framework and guidance**

<https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises>

[Regulatory Reform (Fire Safety) Order 2005](http://www.legislation.gov.uk/uksi/2005/1541/contents/made)