

**WORLINGHAM PRE-SCHOOL**  
**Fire / Emergency Policy and Procedure**

**Statement of Intent**

The pre-school is aware of and understands the importance of, the safety of everyone on the pre-school premises, and will follow the fire and emergency procedure whenever necessary.

**Aim**

To ensure that, by adhering to our fire and emergency procedures and fire safety measures at all times we keep dangers to a minimum and keep everyone on the premises safe.

**Method**

**Fire Procedure when on pre-school premises**

1. On discovery of a fire/emergency two blasts of the whistle OR on the sound of the school alarm (loud buzz) will be sounded to draw attention of everyone on the premises. The children and all other persons will be directed by staff to walk to the nearest fire exit and all persons will leave the building.  
The register and mobile phone will be collected and taken outside by a member of staff.  
**In the event of a fire (not a drill) the school and emergency services will be contacted at the earliest available opportunity.**
2. The last member of staff to leave the building will check the kitchen and toilet area for people and join the others outside at the assembly point. On exiting the building, all accessible doors and windows will be closed to prevent the spread of fire.
3. Once away from danger, the first member of staff outside will take a head count and all adults and children accounted for, and the register taken. If the register is not accessible, the supervisor should access the emergency contacts list that is kept on a USB stick around their neck or the deputy's neck.
4. If on a fire/emergency drill all persons will return to the pre-school section of the school where another head count will take place.
5. In the event of a fire, no one will return to the pre-school section of the school unless instructed to do so by a member of the emergency services.
6. In the event of a real fire/emergency the children will be walked to 'Worlingham C of E Church' a place of safety via 'Orchard Rise' then 'All Saints Green' through the gate of the Church yard, then into the Church where they will remain safe with staff until their responsible adult is informed to collect them.

## Procedure if a member of staff needs emergency help

1. One long blast of the whistle is given by the staff member, another member of staff will go directly to the aid of that member of staff.
2. All other staff will keep the children away from the situation, gathering them for a story, music etc if applicable.
3. If necessary, the emergency services will be called.

## Fire safety

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 high risk areas of the building and are checked regularly. The date and signature of person testing will be recorded.

Our fire equipment will be checked regularly at the same time as the school equipment is checked by an official fire officer.

Our emergency evacuation procedures are clearly displayed on the premises. These are explained to new members of staff, volunteers, and parent/carers. A practice fire/emergency drill will take place at least twice a term, with prior warning and without.

Records are kept of fire drills and the servicing of fire safety equipment.

This policy was adopted at a meeting of Worlingham Pre-school

Held on 6<sup>th</sup> November 2019

Signed \_\_\_\_\_  
On behalf of the Management Committee/Proprietor

Role of Signatory \_\_\_\_\_

Review Date November 2020