**Fire Safety, Emergency Evacuation & Invacuation**

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. Our 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.

**Fire safety Risk Assessment**

* The basis of fire safety is risk assessment, carried out by a competent person
* 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

Our Fire Safety Risk Assessment focuses on the following for each area of the setting:-

* Electrical Plugs, wires and sockets
* Electrical Items
* Gas Boiler
* Cookers
* Matches
* Flammable Materials
* Flammable Chemicals
* Means of escape
* Anything else identified

**Fire Safety Precautions**

* We ensure that Fire Doors are clearly marked, never obstructed and easily opened from the inside
* We ensure that smoke detectors/alarms and firefighting appliances conform to BS EN Standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer
* As part of the rental agreement with Maiden Erlegh Chiltern Edge, we are included in their yearly PAT Testing of all electrical equipment. Any faulty electrical equipment is taken out of use and either repaired or replaced.
* We do not cover electrical sockets that are not in use.
* Our Emergency Exits are clearly displayed and are either the back office door, the double door to garden or the main entrance double doors – whichever is safest and quickest to exit the building
* Exits and procedures are explained to all new staff, volunteers, parents and visitors.
* We have termly Fire drills to practice the procedure
* Records are kept for each drill, as are the records of the servicing of equipment

**Emergency Evacuation Procedure**

Staff will ensure regular drills are carried out to ensure children are familiar with the sound of the fire alarm, are familiar with complying with exiting the building swiftly and safely and know where the fire exits are. The drills are also carried out to practice how the children will be led to the assembly point, be accounted for and how long it takes to safely get the children out the building. We will conduct who will contact the emergency services and the Maiden Erlegh Chiltern Edge teams, in the event of a real fire. We will also carry an emergency contact list with the register to ensure we can contact parents in the event of a real fire and children are to be taken home.



The following steps will be taken in the event of a Fire Alarm:-

* **Constant Bell Ringing** is a FIRE ALARM
* All Pupils, Staff and Visitors Exit the building immediately, taking the quickest and safest route
* Report to **Assembly Point** through the **Double Green Gates and congregate in the school grounds by the Sports Hall**
* ONE ADULT to check the building to make sure no one is left in the building and close all doors, if they have time
* ONE ADULT to collect phone, register and First Aid Bag (Kept in Kitchen), if safe to do so
* DO NOT take any belongings
* DO NOT re-enter the building until instructed
* Call 999

We will record the following during a Fire Drill

* Date and Time of drill
* Number of Adults and Children involved (as per register)
* How long it took to evacuate
* Where there were any problems that delayed the evacuation
* Any action to be taken to improve the drill procedure for future

**Emergency Invacuation Procedure**

We will comply with Maiden Erlegh Chiltern Edge Invacuation Drills and take records of each one. Staff are aware of the difference in Emergency Signals to ensure the appropriate action is taken. For an Invacuation, it is a Double Ring of the Bell followed by a 4 second gap.

The following Steps will be taken in the event of an Invacuation:-

* Repeated **Double Bell with 4 second** Gap
* All Pupils, Staff and Visitors Exit the building immediately, taking the quickest and safest route
* All Pupils, Staff and Visitors to make their way to **Maiden Erlegh Main Hall or Sports Hall**
* ONE ADULT to check the building to make sure no one is left in the building and close all doors, if they have time
* ONE ADULT to collect phone, register and First Aid Bag (Kept in Kitchen), if safe to do so
* DO NOT take any belongings
* DO NOT re-enter the building
* Complete Register
* Remain in Main Hall/Sports Hall until given the all clear

This policy was reviewed by Kingfisher Kindergarten Ltd

On 18th January 2019

Date to be reviewed Annually

Signed on behalf of the provider La-Ryne Baker

Role of signatory Owner