Bishopdown Farm Community Pre-School
Greentrees Primary School
Sycamore Drive
Salisbury
SP1 3GZ
Tel : 07722634697

Charity No. 1076227

Fire Safety Policy

The committee and staff create a safe environment where the prevention of fire is of vital importance. Our first duty is always to look after the children and this will mean the evacuation of the building. No attempt should be made to fight the fire until their safety is ensured, and then without exposing any person to risk

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive Practice 1.3 Keeping safe		3.1 Observation, Assessment and Planning 3.2 Supporting Every Child 3.4 The Wider Context	

- The Pre-School has an appointed Fire Officer (see Named Person Responsibilities) who will plan and implement regular fire drills.
- The Pre-School will carry out fire drills at least twice a term (six weeks) - ensuring that all children are aware of the fire evacuation procedure. To ensure this, we will carry out the fire drills either daily throughout one week or on each day of the week over the course of a few weeks. We will log every fire drill carried out in the Fire Safety file.
- Students and visitors will be instructed on fire drill procedures at the beginning of their attendance, and parents will be made aware when staying for a session as well as the procedure being printed in the 'Parent Hand Book'
- Testing of firefighting equipment is carried out annually.
- All emergency exits are to be kept clear and free of obstruction at all times

This policy was adopted at a meeting of the Bishopdown Farm Pre-School committee in January 2019.

Date to be reviewed: February 2020

The Fire Risk Assessment will be reviewed annually by the Fire Officer, Manager and Committee Health and Safety Officer. This assessment will:

- Identify any person especially at risk in case of a fire, e.g. very young children, children with special or additional needs, vulnerable adults and make plans for their safe evacuation
- Any potential hazards that could result in evacuation e.g. slipping on steps, having to evacuate into a car park used by others and that is not enclosed.
- Review the Pre-School evacuation plan
- Look at the past years records of fire practices etc
- Ensure the provision of adequate training
- Review the Fire Risk Assessment sheets
- Review the provision of instruction to students or visitors to the building

General Fire Safety

All staff will make it their responsibility to ensure:

- Tops and fronts of heaters are kept clear
- There is 1 metre clearance to the routes of exit door
- Displays where possible will not be above heaters, and if this is unavoidable they will be securely fixed
- Combustible materials (paper, card, fabrics etc) are not stored near to sockets or lights
- Unnecessary lights or electrical appliances (Computers, printers, TV and video, fans, laminator, toaster, etc) are to be switched off and where possible unplugged.
- All electrical items, plugs and cables are checked each year
- The fire extinguishers are checked annually. Fire officer organises this visit.

Smoking

Smoking and Vaping is prohibited in or around the Pre-School.

Testing of Fire Alarm System

The Fire Officer will test the fire alarm system weekly. Each alarm point will be numbered and recorded in the logbook.

There will be a foam and CO^2 extinguisher in the foyer under the fire point and a fire blanket in the kitchen.

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Date to be reviewed: February 2020

THE PROCEDURE IN THE EVENT OF A FIRE

On discovering a fire

1. *Sound the nearest alarm call point by breaking the glass in the alarm box*
2. *Dial 999 for the fire brigade – Pre-school Fire Officer/Manager/Deputy/Person nominated*
3. *Tackle the fire only if safe to do so.*

On hearing the alarm

1. *Stop*
2. *Listen*
3. *Remain calm*
4. *Evacuate the building by the nearest fire doors or safest alternative route*
5. *Assemble at the assembly point in the Greentrees Primary Ball Court*
6. *Pre-school Fire Officer /Manager/Deputy takes register, registration documents and visitor's book to assembly point.*
7. *Count children/call the register. If anyone is missing, Manager/Deputy to liaise with the fire service.*

Evacuation Procedure

- *All children are escorted from the building. Staff will lead their children out through the fire exit door in their classroom. One member of staff will lead the children to the fire exit; the others will check all areas of the classroom and help to escort the children calmly and safely from the room. One member of staff will be designated to exit last, following the children and closing windows and doors if possible. The children will be taken to the assembly point in the ball court.*
- *Key persons will be responsible for taking care of any child who may have additional needs. (see Personal Evacuation procedures)*
- *If children are in the playground they will be escorted to the assembly point by the staff on duty outside at the time. If any route is cut off for exit, all will exit by the nearest available door and wait safely with their adult outside.*
- *Under no circumstances are staff, other adults or children to collect personal belongings.*
- *The Pre-school Fire Officer/Manager/Deputy will check the kitchen, toilets, storeroom and office. She will direct any child/ren towards the nearest classroom fire exit. Once she is satisfied that the building has been evacuated, she will leave by the nearest available door.*
- *At Assembly Point, Fire Officer/Manager/Deputy to call the register. Liaise with fire officer if anyone is missing.*

ASSEMBLY POINT – *Greentrees Primary School Ball Court*

After the event

- *Do not re-enter the building until advised to do so by the senior fire service officer (or by the Fire Officer/Manger/Deputy if it is a Fire practise.)*
- *Ensure that the premises are in safe working order before re-occupying.*
- *Take all children back into their rooms for a final head count and explanation of what has happened before they re-engage in free flow play.*

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Date to be reviewed: February 2020

- *If the fire officer deems that the building is not fit to be re-entered the children will be escorted to Greentrees Primary School to await collection by their parents. (The parents will be contacted via the emergency numbers in the registration file).*
- *Staff will remain with the children until all have been collected or told to leave by the Pre-school Fire Officer/Manager/Deputy.*

Know

1. Your means of escape, primary and secondary
2. The nearest fire alarm point
3. The assembly point

Assembly Point

Greentrees Primary School Ball Court

Greentrees Primary School Fire Alarm / Emergency Evacuation

In the event of a fire alarm / evacuation procedure at Greentrees Primary School Bishopdown Farm Preschool will evacuate as per the above procedure.

Legal Framework
Regulatory Reform (Fire Safety) Order 2005
www.opsi.gov.uk/si/si2005/20051541.html

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