

Fire Safety and Emergency Evacuation Procedure

Fire safety risk assessment

- A visual fire safety risk assessment is carried out visually every day.
- There is a long standing risk assessment which is in the risk assessment folder.
- The Manager and Deputy Manager have completed fire safety training.
- Electrical sockets, electrical items, cooker, and flammable items are checked for safety.

Fire safety precautions taken.

- We ensure that all fire doors are clearly marked and that all new staff are shown where they are.
- The Village Hall Committee must ensure that all smoke detectors and lighting comply with BS EN standards, are fitted in high risk areas and tested regularly.
- All new electrical equipment must reach high safety standards. All older electrical equipment should be tested regularly.
- Our emergency evacuation procedures are approved by the Fire Safety Officer.

They are;

- Clearly displayed in the setting.
- Explained to all new staff and volunteers.
- Practiced regularly, at least once a half term.
- Records are kept of all fire drills and the servicing of fire equipment. The fire equipment at the setting is the responsibility of the Village Hall Committee.

Emergency evacuation procedure.

In the event of a fire within the village hall, our priority is to evacuate the children to a place of safety.

The fire alarm is a penetrating, persistent sound.

As soon as the alarm is heard all staff **MUST** begin evacuating the children through the nearest safe exit. The fire safety officer should take the register/ipad and phone.

Toddler room staff should use the evacuation cot, especially for non walking children. The sleeping toddlers should be pushed through the nearest accessible access. Children sleeping on a sleep mat should be lifted and carried through the nearest accessible door. All staff should be aware of any straggling children and help them evacuate.

A nominated member of staff to check the toilets and the rest of the building.

The evacuation point is under the gazebo in the park where the register, of both staff and children will be taken while the fire brigade are being rung. If it is unsafe to us this point the meeting place will be in the front playground of the adjoining school. In

the event of a real fire the parents will be rung, along with the chairperson of our management committee and the chairperson of the village hall.

Fire Drills

- Are held half termly.
- Are recorded in the Fire Safety Log, including the date and time, number of adults and children present, how long it took to evacuate, any problems experienced and any improvements that could be made.