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**Policy statement**

Our Policy reflects the statutory requirements of the EYFS 2024 as listed in section 3 Welfare Requirements (3.64, 3.65). We ensure the 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.

**The Responsible Person**

*Because we use shared premises the pre-school acknowledges the need for a member of the staff to take responsibility for fire safety whilst the pre-school is running.*

* *The ‘responsible person’ must:*
* *carry out and regularly review a fire risk assessment of the premises*
* *tell the PIC and all relevant stakeholders about the risks we’ve identified*
* *put in place, and maintain, adequate and appropriate fire safety measures to remove or reduce the risk to life*
* *plan for an emergency*
* *provide staff information, fire safety instruction and training*

***Procedures***

* A copy of the fire safety risk assessment is available on the premises. We understand our responsibility to report to the PIC about any issues or concerns that relate to fire safety on the premises.
* Fire doors are clearly marked, never obstructed and easily opened from the inside.
* Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked regularly.
* Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
* clearly displayed in the premises;
* explained to new members of staff, volunteers and parents; and
* practised regularly at least once every six weeks.
* Records are kept of fire drills and the servicing of fire safety equipment.

*Emergency evacuation procedure*

A loud blast on the whistle will signal an emergency at which point all children in the Pre-school will line up immediately and be led out of the building at the nearest exit.

Children will leave the premises or carried by members of staff as appropriate to their stage of development. They will stop along the church wall for counting and a first register call. Emergency services will be called by the deputy as the supervisor checks the children.

Staff will lead the children to an assembly point in the Church grounds adjacent to the Pre-school building.

As soon as the whistle sounds a designated member of staff will check the toilets and the kitchen before leaving with the register and mobile phone then make their way to the assembly point.

The supervisor will take the register to ensure that all children are accounted for and check that all the staff and visitors are also accounted for.

Parents/relatives will be contacted by phone.

***The fire drill record book must contain:***

* Date and time of the drill.
* How long it took.
* Whether there were any problems that delayed evacuation.
* Any further action taken to improve the drill procedure.

**Legal framework**

* Regulatory Reform (Fire Safety) Order 2005

**Further guidance**

* Fire Safety Risk Assessment - Educational Premises **(HMG 2006)**

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| This policy was adopted at a meeting of Portreath Pre-School |  |  |
| Held on ……13.03.2017…………. |  |
| Last reviewed and amended: 24/06/2024 |  |
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