



# HARLINGTON VILLAGE PRE-SCHOOL WRAP AROUND CARE

## Fire safety and emergency evacuation

### Policy statement

Harlington Village Pre-school (HVPS) and Wrap Around Care (WAC) ensures our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The staff Manager and staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as a Fire Officer, or Fire Safety Consultant. Alicia Denton has attended a Fire Warden Course held at the Lower School.

### Procedures

- The manager Alicia Denton attended Fire Safety training and carried out the necessary the risk assessment.
- We ensure that we have a fire safety risk assessment that applies to the building and that we contribute to regular reviews.
- Fire doors are clearly marked, never obstructed and easily opened from the inside. We have a key available (close by) to unlock any doors that are normally kept locked, for the safety of the children.
- 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. These are the responsibility of the Lower School Site Manager.
- 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 half term including an additional practice outside normal school hours (i.e. Wrap Around Care).
- Records are kept of fire drills and of the servicing of fire safety equipment.
- The Session leader ensures the daily health and safety checklist is completed which includes ensuring the fire exits are kept clear. They will also ensure that no flammable items are stored or left by cooking equipment in the kitchen.

### *Emergency evacuation procedure*

- The person suspecting a fire should break the nearest Fire Alarm Glass immediately. (Rear kitchen door, by the doors to patio area or in the foyer by the main door.)
- We talk to the children regularly about fire drills and use a loud whistle when practising after school. The Lower School has regular Practice Fire Drills approximately once a term – The Fire Bell is used for this.

- Our emergency Fire Exits are clearly marked, with signs that light up in the dark. April 2017

---

- During a Practice/Fire Drill, The Session Leader asks the children to walk (not run) to the doors leading to the patio. Nina

---

- The Leader delegates one member of staff to check the toilet and cloakroom area. The other member of staff will assist with the children. -

---

- The Leader will pick up the Register, Contact Folder, Medical Kit containing asthma inhaler and mobile phone.
- We all walk with the children to the Sailed area between Reception Playground and the Pre-school garden.
- The Leader immediately asks the children to line up, checks the head count, then calls the register to ensure all children and adults are present and safe.
- We record how long it takes to get the children out safely, and whether there were any problems with the evacuation. And if so whether any counter measures need taken to be taken (evaluation).
- We return to the building only when the all clear is given by the Lower School.
- If we are unable to go back into the building, we contact the parents using the mobile phone.
- If necessary, our designated safe place is Harlington Upper School.
- Where a lockdown is required and there is no risk safety risk, we refer to our separate Lockdown policy procedure.

*The fire drill record book must contain:*

- The 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)

This policy was adopted at a meeting of

Harlington Village Pre-school and Wrap  
Around Care Committee

Held on

April 2017

Date to be reviewed

Signed on behalf of the provider

Name of signatory

Nina Biscoe

Role of signatory

Chair

**Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment**

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency, and must have an emergency evacuation procedure.