



Ollie's Trust

Nursery, Breakfast & After School Club

C/o Goosnargh Oliverson's CE Primary School, Goosnargh Lane, Goosnargh, Preston PR3 2BN

Telephone 01772 866415 between 7:45am and 6:00pm

website : www.olliestrust.co.uk

Health and Safety

Fire Safety and Emergency Evacuation

Policy statement

Here at Ollie's we ensure our 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.

Procedures

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- The manager has received training in fire safety sufficient to be competent to carry out the risk assessment; this will be written where there are more than five staff and will follow the guidance as set out in the Fire Safety Risk Assessment - Educational Premises document which is the schools responsibility as we are an adjoining building rented from the school governors.
- Ollie's will ensure they have a copy of the fires safety risk assessment that applies to the building and that they contribute to regular reviews with the head teacher.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and firefighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.

Ofsted Registration No: 309872

Preschool Learning Alliance Member: 104284

- 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;
 - Practised regularly at least once every six weeks with the school
 - Records are kept of fire drills and the servicing of fire safety equipment.

Fire safety precautions taken

- 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.
- We have all electrical equipment checked annually by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced.
- We ensure sockets are covered. 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 of the servicing of fire safety equipment.

Emergency evacuation procedure

In the event of a fire the fire alarm must be sounded, call points are by the main entrance and the emergency fire exit in the main room. If the alarm bell rings...

- The deputy is to organise the evacuation of children, staff, volunteers and parents out of the outside door to the gate, If all indoors then through the main entrance door and taking with them the register and signing in book to the fire assembly point (on the school yard near to the Church).
- All staff will evacuate the part of nursery they are situated (checking under tables, in corners etc. in which children can hide) directing any volunteers and parents with them in a calm orderly manner.
- The manager will call 999 if the fire is in nursery, then do a thorough check back through the nursery, closing doors
- Once at the fire assembly point the deputy will carry out a head count, and together with the manager, will check off the children, staff, volunteers and parents on the register and visitors book.
- The manager must report to the school head teacher when all persons are accounted for.

- Nobody must re-enter the building until told to by the fire brigade or head teacher (if a practice fire drill)

Fire drills 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)
- Date Policy was written and agreed by all staff:
- Signed:
- Position: