



Spring Grove School

EYFS

FIRE SAFETY AND EMERGENCY EVACUATION

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. These are carried out by a 'competent person'
- The 'competent person' has received training in fire safety sufficient to be competent to carry out risk assessment. This will follow the guidance as set out in the Fire Safety Risk Assessment – Educational Premises document.
- 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 as specified by the manufacturer.
- 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 twice a term
- Records are kept of fire drills and servicing of fire safety equipment

Emergency Evacuation Procedure

- In the event of a fire, the fire bell will be rung and Children and Staff will proceed to the nearest and safest fire exit.
- Staff and Children will vacate the Early Years block leaving behind belongings.
- Last member of Staff will check the premises, including toilets, to ensure that all children have left.
- The school have a contact list of all Early Years Parents, kept in a secure, locked place, for use in such an emergency.
- The register will be taken out of the Early Years block, initially a head count and then a full role call will be made.

- Emergency Services will be summoned by use of telephone in the office or if this is not possible, by using a member of staff's mobile telephone. Once out of the Early Years block and everyone is accounted for, the Children will be taken to a place of safety and Parents/Carers will be informed of their whereabouts if there has been a need to evacuate the school.

Carol Clarke
Head of Early Years
October 2014