

P.L.A. Membership No. 202255

Registered Charity No. 1056926

Kingsnorth Recreation Centre, Field View

Kingsnorth, Ashford, Kent TN23 3NZ

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**Manager: Mrs Karen Oliver**

**Fire safety and emergency evacuation**

**Policy statement**

We ensure the highest possible standard of fire precautions are in place. The manager and staff are familiar with the current legal requirements.

**Procedures**

* The fire safety risk assessment is carried out by a ‘competent person’ (Right Directions hired by KRC Trustees).
* We follow the Government Guidance Fire Safety Risk Assessment - Educational Premises (HMG 2006).
* A copy of the fire safety risk assessment that applies to the building is held with KRC Trustees.(we also have a copy on file)
* Fire doors are clearly marked, never obstructed and easily opened from the inside.
* Smoke detectors/alarms and fire fighting appliances conform to BS EN standards, are fitted in appropriate high risk areas of the building and are checked as organised by KRC Trustees.
* Our emergency evacuation procedures are:
* clearly displayed in the premises;
* explained to new members of staff, volunteers and parents; and
* practised regularly, at least once per session every six weeks.
* Records are kept of fire drills
* The servicing of fire safety equipment is held by KRC Trustees.

*Emergency evacuation procedure*

* Either main building alarm will ring or whistle blown by senior member of staff.
* Children and adults make their way to the nearest fire exit door.
* One member of staff checks toilets and unlocks entry door and gets the grab bag (containing-contact list, two hi-viz jackets, foil blankets and a first aid kit) from office and the register.
* It takes approximately 50-60 seconds to evacuate.
* Staff and children leave building and assemble at the fire assembly point. (against the wooden fence in the garden or along the wall at the front entrance in the car park).
* Senior Staff do head count and register.
* A senior member of staff calls the emergency services using a mobile phone.
* An allocated member of staff will contact parents by phone.

*The fire drill record book must contain:*

* The date and time of the drill.
* No. of children & staff/visitors/etc.in attendance.
* How long it took.
* Whether there were any problems that delayed evacuation.
* Any further action taken to improve the drill procedure.

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| This policy was adopted at a meeting of |  | *(name of provider)* |
| Held on |  | *(date)* |
| Date to be reviewed |  | *(date)* |
| Signed on behalf of the provider |  | |
| Name of signatory |  | |
| Role of signatory (e.g. chair, director or owner) |  | |