

## **STAMPERS PRE-SCHOOL**

### **Fire Safety Policy (reviewed 6.8.17)**

#### **Statement of intent**

Health and safety is an important consideration for the Pre-School.

We will take all reasonable steps to provide a safe and caring environment for children, staff and our visitors.

#### **Aim**

To provide a safe, calm and efficient method of evacuating the building in the event of an emergency. To ensure the children, staff and any visitors are evacuated safely and quickly and that the children are saved from any undue stress connected with the situation.

#### **Method**

- All staff are kept up to date with current Fire Drill procedures by the designated fire safety officer Kirsty Mclean. Kirsty liaises with the Head Teacher of Stamfordham 1<sup>st</sup> School, Miss Claire McKinney.
- The current Fire Drill is displayed in all working rooms of the Pre-School, and in the preschool rucksack for when outdoors
- Fire Drills will be practiced at the discretion of Stamfordham 1<sup>st</sup> School - Head Teacher organises. This ensures children and Staff are aware of their role, the procedure itself and they will be less distressed by a real evacuation. Additional fire drills are carried out by Stampers, to ensure a fire drill happens at **least** once each half term, and that all the children get a chance to participate at least once a term.
  - The pre-school leader will fetch the rucksack containing the register and contact details, mobile phone, and evacuation rope, from the designated peg (there are pegs:  
a) main/middle/reception b) hall c) outdoors
- The preschool deputy will gather the children. Staff will together evacuate the children by the nearest exit. In the 'main' Stampers room, or the 'middle' area, this will be the exit next to Stampers/reception toilets. In the hall, this will be the hall exit to outdoors. In reception, this will be the reception exit to outside. Children will hold onto Stampers fire evacuation rope, in order to ensure the group stays together - especially once on the playground assembly area with the rest of school.
- During evacuation, staff will not raise their voices to children unnecessarily and will maintain a calm composure. The welfare and wellbeing of the children will remain of paramount importance at all times. There is a buggy available for younger children in the small shed if needed.
- In the event of an evacuation, the Pre-School Leader will undertake a roll call of all on the premises as soon as the Pre-School has been evacuated. She will have a copy of the daily register and contact details for the children and staff, and will call out names - staff to answer on checking child is present. On completing a roll call, she will indicate to the school head teacher that all are present by raising her hand.
- The staff will then escort the children to the nearest place of safety from where parents/carers will be contacted to collect their child. If this cannot be within the school building, we will use the village hall. Blankets are available in the Stampers outside shed in case of cold weather.
- All staff will remain with the children until they are collected.

- A fire drill log will be completed with the date, time and any action needed after all fire drills. The fire drill log will be monitored once a term to ensure any worries are acted upon, or any patterns are understood.
- Fire fighting equipment as supplied by the School is maintained annually and as required if more frequently. Children are taught not to play this equipment by the Pre-School.

See also: Fire Drill

Emergency Closure Policy

Health and Safety Policy

This Policy adopted by the Stampers Pre-school Management Committee.

Signed .....

Chair of Stampers Pre-school Management Committee

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