

Fire Safety Policy



Sunny Sandcastles Pre-School endeavours to maintain the safety of its children, staff and visitors at all times.

The manager makes sure the premises are compliant with fire safety regulations, including risk assessing following any major changes to the building.

The manager has overall responsibility for the fire drill and evacuation procedures. These are carried out and recorded for each group of children every three months or as and when a large change occurs, e.g. a large intake of children or a new member of staff joins the pre-school. These drills will occur at different times of the day and on different days to ensure evacuations are possible under different circumstances and all children and staff participate in the rehearsals.

An accurate record of all staff and children present in the building must be kept at all times and children/staff must be marked in and out on arrival and departure. An accurate record of visitors must be kept. These records must be taken out along with the register and emergency contacts list in the event of a fire.

The pre-school operates a strict no smoking policy - please see this separate policy for details.

Fire drill and evacuation procedure:

On discovering a fire:

- Calmly raise the alarm by blowing the whistle and pressing one of the red fire alarms situated in the room close to the entry door and just outside the door that leads into the kitchen.
- Immediately evacuate the building under guidance from the person in charge and following these steps.
- Take children to the assembly point across the road from the building with staff at the lead and tail. Children who are unable to walk must be carried by staff members.
- Pick up the designated evacuation box which should contain the records containing who's in the building, emergency contact book, pen, phone, whistle and keys.
- Close all doors behind you wherever possible
- Do not stop to collect personal belongings on evacuating the building
- Do not attempt to go back in and fight the fire
- Do not attempt to go back in if any children or adults are not accounted for
- Telephone emergency services: dial 999 and ask for the fire service. Give them the following address:

ELLIOTT HALL
14 ALBION STREET
SOUTH WIGSTON
LEICESTER
LE18 4SA

- In the fire assembly point area -check the children against the register

- Account for all adults: staff and visitors
- Advise the fire service or police of anyone missing and possible locations and respond to any other questions they may have.

If you are unable to evacuate safely:

- Stay where you are safe
- Keep the children calm and together
- Wherever possible alert someone of your location and the identity of the children and other adults that are with you.