



## **Triangle Pre-School**

Wesley Methodist Church Hall, Fromond Road, Winchester, Hampshire, SO22 6EG

Telephone 01962 880988

Registered Charity Number: 1033953

### **Fire Safety and Evacuation Policy**

#### **Policy Statement**

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire evacuations. We consult with our landlord to ensure this.

#### **Procedures**

- The basis of fire safety is risk assessment. These are carried out by a competent person.
- Triangle Pre-school operates from rented premises but has a copy of the fire safety risk assessment that applies to the building.
- Fire doors are clearly marked never obstructed and can be 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 clearly displayed in the premises (on the wall in the main hall by the outside door). These procedures are explained to new members of staff, volunteers and parents.
- A fire drill is undertaken every half term.
- Records are kept of the fire drills in the Pre Schools operational file and the church has records of the servicing of the safety equipment.

#### **Emergency Evacuation Procedure**

- The children hear the fire alarm during drill every half term.
- The fire exits are clearly marked.
- The children will be led through the fire doors at the end of the passage and into the car park or if that route is not possible through the garden via gate and around the front of the building to the car park.
- The register will be taken by the deputy Manager or Manager as soon as the assembly point is reached.
- It takes approximately three minutes for the children and staff to reach the assembly point.
- Susan Witt (Health and Safety Officer) will call the emergency services or in her absence, Alison White.



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**Fire Safety and evacuation Policy (cont.)**

- Parents will be telephoned from Weeke Primary School where children will be led to in the event of a real fire.

**The fire drill records contain the following information:**

- The date and time of the drill.
- How long it took.
- Whether there were any problems that delayed evacuation.
- Any further action that will be taken to improve the drill procedure.

**This policy was adopted at a meeting of Triangle Preschool held on:**

.....4<sup>th</sup> January 2021.....

**Date to be reviewed:** January 2023

**Signed on behalf of the Management committee:** .....

**Name of Signatory:** .....

**Role of Signatory:** .....CHAIRPERSON.....