

Mayday Playschool

Fire safety and emergency evacuation Policy

Statement of intent

Mayday Playschool ensures 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, carried out by a 'competent person'.
- Where we rent premises, we will ensure that we have a copy of the fire safety risk assessment that applies to the building and that we contribute to regular reviews.
- Fire doors are clearly marked, never obstructed, and easily opened from the inside.
- Firefighting appliances conform to BS EN 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.
 - explained to new members of staff, and volunteers.
 - Practised regularly, at least once every six weeks.
- Records are kept of fire drills and of the servicing of fire safety equipment.
- In the unlikely event of a terrorist attack, we follow the advice of the emergency services about evacuation, medical aid and contacting children's families. Our standard Fire Safety and Emergency Evacuation Policy will be followed, and staff will take charge of their key children. The incident is recorded when the threat is averted. All staff are aware of prevent duty.

Emergency evacuation procedure

The following procedures are carried out by all Mayday Staff if an emergency evacuation is necessary:

The team leader raises the alarm, - One long blast on the whistle, the children are familiar with the whistle as it used in the evacuation practices.

- Staff direct children to appropriate fire exits:
- Mayday fire exits are: The door at the side of the building and door at the front of the building.

There is a further fire exit through the kitchen door if needed.

- Fire exits are clearly marked with appropriate signs.
- All staff except for the Duty supervisor to take children and register to the assembly point, assembly point is located in Enigma Car Park, May Street. If long term evacuation takes places children will be taken the Cuxton Infants School, Bush Road. Parents will be notified of these changes.
- Carry out head and call register. (including all adults and visitors etc)
- We aim to get all children to safety within 2 minutes.
- Duty Supervisor will check building making sure no persons are left behind.
- Duty supervisor will call emergency services.
- A member of staff is responsible in contacting all parents.

The fire drill record book must contain:

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

Legal framework

Regulatory Reform (Fire Safety) Order 2006

This policy was adopted at a meeting of Mayday Playschool

Held on

Date to be reviewed

Signed on behalf of the setting by all members of staff

This policy relates to the Safeguarding & welfare requirements (Safety and suitability of premises, environment and equipment)

Updated 19/4/21

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