

Early Years Foundation Stage

**Fire Prevention Policy**

Belton Preschool will take all reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency, and follow our emergency evacuation procedure.

Our designated member of staff with responsibility for Fire Safety is: **Sandra Newbon**

We will ensure that:

* We have appropriate fire detection and control equipment such as: fire alarms, smoke detectors, fire blankets and fire extinguishers in place and in working order

* Staff, students and volunteers understand their responsibilities and roles in the event of a fire
* We keep a register of all staff, children and visitors present in the setting, the location of which is known and accessible to all staff and includes emergency contact details
* Fire exits will be clearly identifiable and fire doors will be free of obstruction and easily opened from the inside
* Staff will be kept up-to-date by attending any fire safety training provided
* We notify Ofsted of any significant changes that have been made to the premises
* All staff, children, parents and visitors will be informed of the Emergency Evacuation Procedure in the event of a fire
* We regularly review the mobility needs of staff and children in the setting
* Hold regular ‘Fire Drills’ on different days of the week and different times of the day to ensure that all staff are familiar with and have practiced the procedure
* We have arranged for a safe alternative venue for the children following emergency evacuation from the setting
* We displayed prominently in the setting the ‘Emergency Evacuation Procedure in the Event of Fire’ for staff, parents and visitors

**The Emergency Evacuation Procedure in the Event of Fire**

* Whoever discovers the Fire must raise the alarm
* The Person in charge must pick up the register and inform the appropriate staff to begin the evacuation procedure
* Each member of staff must safely lead their own group of children to a pre-agreed location at safe distance from the fire and beginning checking all staff, children and visitors against the register
* Take any essential emergency equipment needed for Children in our care
* The person in charge to check all toilets, cupboards in all the rooms
* If possible close all doors
* Phone 999 requesting the Fire service
* Proceed to the designated Fire assembley point