



7E

## Fire Practice and Evacuation Procedure

- In a planned procedure, children and staff will be told at the beginning of the session that a practice fire procedure is to take place and what will happen. A member of staff will be appointed to check that all areas of the property are clear of children
- The Sir John Colfox Academy Fire Alarm is a continual bell. If it is a Preschool practice, then a hand bell will be rung
- The Preschool leader (Kathryn Cosser) or Preschool Deputy (Sally Parmiter) will collect the register and the key for the astro court.
- Children and staff will line up by the fire door. The preschool leader/deputy on the session will lead the group outside of the building in an orderly manner through the main outside door
- The health and safety officer (Nikki Moss) or Naomi Collins will be the last to leave, having made sure all areas, including the toilets are clear of children and adults
- The Assembly Point is opposite the Preschool in the astro courts. The register will be called and checked by the leader or deputy leader
- Children and adults will wait outside until all is checked and safe. The deputy will report to a senior member of The Sir John Colfox Academy to inform them we are all present and correct

In the event of an actual fire, children will stay there until their parents/carers collect them.

- The nominated fire officers are the supervisors/preschool leader/deputy
- The nominated fire officers are to ensure that the fire drills are carried out every half term
- Fire control equipment is inspected annually, as arranged by the school and confirmed by the services to guarantee it is done
- The procedure that will be followed in the event of a fire will be displayed where staff, parent /carers and children can read it

### Premises

- We will inform Ofsted of any significant changes or events relating to the premises
- We will take reasonable steps to ensure the safety of the children and staff on the premises in case of a fire, and have a clear procedure for the emergency evacuation of the premises
- A Fire blanket is kept above the water cooler
- A Fire Extinguisher is in the toilet
- A Fire Alarm and Smoke Detector are on the ceiling
- There are two Fire Exits clearly marked in the room



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This policy was adopted at a meeting of: The Committee of Bradpole Preschool

Held during Autumn Term 2019

Date to be reviewed [Autumn Term 2020](#)