

Fire Safety Policy

Findon Village Preschool (FVPS)

Revised June 2023

Yvonne Wilson (Chair of Trustees)



Fire evacuation procedure

Findon Village Woodland pre-school are committed to ensuring the health and safety of all staff, children, parents/carers and visitors. Our fire evacuation procedure outlines how we conduct evacuation and safety of everyone in the pre-school in the event of a fire.

The Manager, Kayleigh Higson is responsible for the compliance of fire safety regulations in the pre-school. The manager is responsible for fire drill, safety and evaluation in the event of a fire. Fire drills are to be carried out every three months with each group of children attending the pre-school. These drills are recorded in the fire safety logbook which can be found in the pre-school office. These drills will also be carried out when a new member of staff joins the pre-school team. The drills will be carried out on different days and at different times to ensure that all evacuations are successful in a variety of situations.

Fire check list:

	Designated person to check	How often check takes place	Area/location
Fire exits (Clearly identifiable) are clear from any obstructions	Manager/ Deputy Manager	Daily	Fire door in main room & Fire door in back room
Fire Extinguishers and blankets: <ul style="list-style-type: none"> • Front Door • Patio Door • Kitchen • Main room • Back room 	Manager (External company: Future Fire Protection)	Annually	Front & back doors, Kitchen, Main room, Back room
Fire alarms <ul style="list-style-type: none"> • Main room • Back room 	Manager and Fire alarm company	Every 3 months	Main room and back room
Fire doors closed and can be easily opened <ul style="list-style-type: none"> • Main room • Back room 	Manager/ Deputy Manager	Daily	Main room and back room

All children who attended the pre-school are registered upon arrival and departure. This register can be found in the staff boxes next to the kitchen. All visitors, including parents/carers must use the visitor sign in book upon arrival of the pre-school. Visitors are required to sign out upon departure. The visitor sign in book can be found in the staff boxes next to the kitchen. These records will be used to obtain accurate record of any person who may be in the building in the event of a fire or fire drill.

Fire drill procedure:

In the event of a fire the Deputy Manager will use the pre-school phone to dial 999. The following information must be provided to the fire service:

- Give the address: Findon Village Woodland Preschool, High Street, Findon, BN14 0TA
- Phone number: 07762906911
- Answer any questions which may be asked.

The members of staff, including the Manager will start the evacuation procedure as soon as the alarm is sounded.

- Designated fire Warden to obtain children and staff register, visitor logbook and high-vis jackets. Check the building is empty upon departure of occupants.
- Calmly call all children, visitors and staff in your care together.
- Visually check the space around you is empty.
- Staff, children and visitors leave the building via the nearest, safe emergency exit. Walk out of the playground and down the path into the side gate of the Village Hall Garden and wait on the grass.
- Designated Fire Warden to hand out high-vis jackets to all children, staff and visitors and complete register/ visitor logbook to ensure everyone is accounted for. Staff to head count the children in your care and alert the manager if anyone is missing.
- Remain outside the building until the manager and/ or the emergency services deems the premises safe.

When safe to do so, the manager/ deputy manager will inform:

- Ofsted
- Parents/carers

Ultimate place of safety: On the grass in front of the Village Hall.