

Fire Policy

Aim: to ensure that all children and adults working in the pre-school are kept safe and make everyone aware of how we will deal with a fire emergency.

Method:

We ensure that children practice a fire drill each half term. This will be actioned either by the Manager/Play Leader or by the village hall Manager at her discretion. We will ensure that all parents, visitors and students on work placement are made aware of our rules. When the hand rung bell or fire alarm rings we will:-

- Follow our procedure set down in the notice on the play room wall.
- Return to the building only when advised by the village hall Manager/responsible person.
- Designate a fire officer who will record details in the Fire Practice Record in the Operational Plan file.

Should the alarm have been raised due to a fire/incident the Play Leader/Leader in charge will:-

- Transfer everyone in her care immediately to Wilsden Primary School.
- Ring parents/carers.
- Ring/liaise with the village hall Manager/responsible person as to when it is safe to return to the building and/or ascertain the current situation.
- Ring the Chair of Pre-School to inform him/her of our actions.
- Make further contact with the Manger/responsible person as to ascertain our next steps to recovering children/staff/parent/ helpers

property from the building and as to whether we can open the following session.

Should the fire alarm sound and the village hall Manager/responsible person not be on the premises at the time we will:-

- Follow our procedure as set down on the notice in the play room.
- Transfer the children across to Wilsden Primary School.
- Ring parents/carers.
- Ring/liaise with the village hall Manager as to when it is safe to return to the building.
- Ring the Pre-School Chair to inform him/her of our actions.

Should the Pre-School discover a fire/incident we will:-

- Activate the fire alarm by the fire doors in the playroom.
- Follow our procedure.
- Go immediately across to Wilsden Primary School.

We will make it known to the Management of the village hall that:-

- We are not responsible for other organisations in the hall when the alarm sounds.
- Should an incident occur we will not follow the fire procedure as set down by the village hall Management but transfer to Wilsden Primary School. This will ensure we leave Townfield free for emergency vehicles and the children in our care are away from the frightening scenes.

- We will not wait around to speak to the emergency services should the village hall manager/responsible person not be present at the time of the fire/incident.
- Our main priority is to get the children, staff, and adults in our care out of the building and away from it and we will not use the fire extinguishers under any circumstances.
- We are not responsible for the village hall being left unattended when we transfer to Wilsden Primary School
- We require to be informed when we are alone in the building.

Should we be the only group present in the building at the time of the fire/incident we will:-

- Follow our procedure and this policy.
- Transfer to Wilsden Primary School
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Should we discover a fire/incident we will:-

- Sound the alarm as we leave the playroom.
- Follow our procedure.

The named member of staff designated to be fire officer is Mrs Christine Sharp.

This policy was adopted at a meeting of Wilsden Pre-School held on.....

Signed on behalf of Wilsden Pre-School.....