

## HEALTH & SAFETY

### Fire Drill Instructions

All staff are responsible for the Health and Safety of all persons that use the setting. These include children, young people, parents, volunteers, members of the public and other staff members.

Each staff member must ensure that;

- [ All fire exit doors are unlocked and kept free of any obstruction
- [ All corridors and door ways are kept free of any obstruction
- [ They are familiar with the location of all fire alarm points
- [ They are familiar with the evacuation procedure
- [ All fire extinguishers are in their allocated position and are operational
- [ A phone is available and charged at all times
- [ They understand their allocated specific tasks in an emergency
- [ They have received the basic fire safety training given to all staff
- [ They are familiar with the Emergency Evacuation drill

Emergency Evacuation drills will be carried out a minimum of every half term and will be carried out within two weeks of new children / staff starting. Different scenarios will be covered each time. Details of the drills will be logged in the Emergency Evacuation log book, with any problems and solutions noted. Details will include; date, time, number of children, number of staff, how long the evacuation took and comments.

### Procedures

These procedures are shown on the fire door from the classroom into the garden. The fire drill log is kept in the green folder in the filing cabinet.

*Designated person responsibility for Fire Safety is **Clair Northwood**.* In event of Clair not present at Pre School, **Sara Hopes** would then be responsible.

**On hearing the fire alarm bell ring or a whistle being blown 3 times in the pre school please:**

- [ Stay calm
- [ Leave what you are doing and approach the responsible person for Fire Safety at the time for instruction
- [ Help escort the children through the nearest and safest fire exit route
- [ Move quickly and efficiently offering any help you can
- [ Reassure all the children what is happening and why
- [ DO NOT COLLECT ANY PERSONAL BELONGINGS

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- [ A qualified member of staff to collect register, signing in/out sheet and contact details (in register folder)
- [ The designated person will lead the children, visitors and staff out to the middle of the field which is the designated Fire Assembly point
- [ Clair or Becky to check the registered areas/ premises including toilets. Then close the doors when confident that there are no people left inside
- [ Call 999
- [ On the field attendance registers will be checked, including signing in/out sheet
- [ DO NOT RE ENTER THE BUILDING UNTIL PERMISSION IS GIVEN

*In the event a member of staff discovering a fire:*

- [ *Sound alarm and call 999*
- [ *Follow above steps*

Signed .....

Date.....

Review Date.....