



Putnoe Woods Preschool Fire Safety Policy

At Putnoe Woods Preschool we make sure the preschool is a safe environment for children, parents, staff and visitors through our fire safety policy and procedures.

The manager/designated fire marshal makes sure the preschool premises are compliant with fire safety regulations, including following any major changes or alterations to the premises and seeks advice from the local fire safety officer as necessary.

The manager/designated fire marshal has overall responsibility for the fire drill and evacuation procedures. These are carried out and recorded for each group of children every three months or as and when a large change occurs, e.g. a large intake of children or a new member of staff joins the preschool. These drills will occur at different times of the day and on different days to ensure evacuations are possible under different circumstances and all children and staff participate in the rehearsals.

The manager/designated fire marshal checks fire detection and control equipment and fire exits in line with the timescales in the checklist below.

Fire checklist

	Who checks	How often	Location
Escape route/fire exits (all fire exits must be clearly identifiable)	Team Leaders	Daily	
Fire extinguishers and blankets	Manager	Monthly	
Smoke/heat alarms	Manager	Monthly	

Putnoe Woods Preschool



Wentworth Drive
Bedford
MK41 8QA
01234 267832
office@putnoewoodspreschool.co.uk

Fire alarms	Manager	Monthly	
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	Team Leaders	Daily	

Registration

An accurate record of all staff and children present in the building must be kept at all times and children/staff must be marked in and out on arrival and departure. An accurate record of visitors must be kept in the visitor's book. These records must be taken out along with the register and emergency contacts list in the event of a fire.

No smoking policy

The preschool operates a strict no smoking policy - please see this separate policy for details.

Fire drill procedure

On discovering a fire:

- Calmly raise the alarm by blowing the whistle/breaking the alarm glass
- Immediately evacuate the building under guidance from the manager on duty/fire marshal
- Using the nearest accessible exit lead the children out, assemble at the field on the left opposite our car park. The place of safety is the dance studio at Mark Rutherford School.
- Close all doors behind you wherever possible
- Do not stop to collect personal belongings on evacuating the building
- Do not attempt to go back in and fight the fire
- Do not attempt to go back in if any children or adults are not accounted for
- Wait for emergency services and report any unaccounted persons to the fire service/police.

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If you are unable to evacuate safely:

- Stay where you are safe
- Keep the children calm and together
- Wherever possible alert the manager of your location and the identity of the children and other adults with you.

The manager/fire marshal/team leader is to:

- Pick up the children's register, staff register, mobile phone, keys, visitor book and fire bag/evacuation pack (containing emergency contacts list, nappies, wipes and blankets)
- Telephone emergency services: dial 999 and ask for the fire service
- In the fire assembly point area - assemble at the field on the left opposite our car park
- check the children against the register
- Account for all adults: staff and visitors
- Advise the fire service of anyone missing and possible locations and respond to any other questions they may have.

Remember

- Do not stop to collect personal belongings on evacuating the building
- Do not attempt to go back in and fight the fire
- Do not attempt to go back in if any children or adults are not accounted for.

Date of Policy: September 2016	Created by: Jo Skelton	
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Review Date	Reviewer	Amendments
November 2019	Nikki Adams	New email address