



Fire safety and emergency evacuation

Policy statement

CATEY Pre-School ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The person in charge and our staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as a Fire Officer or Fire Safety Consultant. A Fire Safety Log Book is used to record the findings of risk assessment, any actions taken or incidents that have occurred and our fire drills.

Procedures

Fire safety risk assessment

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
 - Our fire safety risk assessment focuses on the following for each area of the setting:
 - Electrical plugs, wires and sockets.
 - Electrical items.
 - Cookers.
 - Matches.
 - Flammable materials – including furniture, furnishings, paper etc.
 - Flammable chemicals .
 - Means of escape.
 - Anything else identified.

Fire safety precautions taken

- We ensure that fire doors are clearly marked, never obstructed and easily opened from the inside.

For further information, or to arrange a visit please contact Teresa on
01284 827274 or e-mail us: cateypreschool@hotmail.com

CATEY Pre-School is committed to the welfare of it's children, staff & volunteers at all times.

Registered Charity Number: 1135211



- We ensure that smoke detectors/alarms and fire fighting appliances conform to BS EN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- We have all electrical equipment checked annually (PAT Testing) by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced.
- We ensure sockets are covered. Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
 - clearly displayed in the premises;
 - explained to new [members of staff,] volunteers and parents; and
 - practiced regularly, at least once every six weeks.
- Records are kept of fire drills and of the servicing of fire safety equipment.

Emergency evacuation procedure

See emergency procedure in file

Fire drills

We hold fire drills termly in conjunction with the Primary School and record the following information about each fire drill in the Fire Safety Log Book:

- The date and time of the drill.
- Number of adults and children involved.
- How long it took to evacuate.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

For further information, or to arrange a visit please contact Teresa on
01284 827274 or e-mail us: cateypreschool@hotmail.com

CATEY Pre-School is committed to the welfare of it's children, staff & volunteers at all times.

Registered Charity Number: 1135211



Catey Pre-School COCKFIELD

Catey Pre-School, Church Lane, Cockfield, Bury St Edmunds, Suffolk, IP30 0LA

Legal framework

- Regulatory Reform (Fire Safety) Order 2005

Further guidance

- Fire Safety Risk Assessment - Educational Premises (HMG 2006)

This policy was adopted at a meeting of	CATEY Pre-School
Held on	11 th November 2014
Renewal date:	10 th November 2015

Signed:

Date:

Printed Name:

Position: