Aldbourne Preschool

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**Policy: *Fire Prevention***

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| June 2018  | page1image20192June 2019  | Esme Woodward | page1image22432page1image22752Julie Kent  |

This policy has been drawn up by the staff of the Preschool, in consultation with the Owners and parents.

The following procedures are in place to ensure that the risk of fire is minimised:

* A risk assessment of the premises is completed in conjunction with the school risk assessment.
* There is no smoking in the building or on the Pre-School premises.
* Waste paper and rubbish are cleared daily.
* Care is taken to ensure display and decorations are always kept away from heat source.
* We have annual fire safety and electric checks.
* Fires, heaters, electric points, wires and leads are guarded.

We also follow the procedures below to minimise the risk of casualties and damage to property in the case of a fire:

* Fire drills are conducted every half term and detailed in the register. Emergency evacuation procedures are practiced and monitored for effectiveness. On exiting the building, the staff take with them the days register and the Registration Forms that give all known medical data regarding the children.
* Smoke alarms are fitted on the premises and St Michael's school management regularly test and maintain these.
* Foam and water fire extinguishers are kept on the premises and the staff are aware of their different uses. These are positioned inside the kitchen and near the front door. A Fire blanket is also kept on the premises for smothering small fires.
* The Fire Drill procedure is displayed in a prominent position within each building and all new staff members, visitors, students, parents etc. are made aware of the procedure on arrival.

FIRE DRILL

ON FINDING A FIRE . . . .

RAISE THE ALARM!!!!!

ESME / JULIE/ANNETTE;

* Ensure everyone vacates the building via the nearest fire exit
* Collect the register and check the building is clear
* Call register at assembly point

ASSEMBLY POINT; ST MICHAELS PLAYGROUND

ALL STAFF;

* Escort everyone to the assembly point
* Call fire service; giving the following details;

ALDBOURNE PRE-SCHOOL

ST MICHEALS SCHOOL

BACK LANE, ALDBOURNE

WILTSHIRE SN8 2BP