

**Fire Safety policy**

Deepdale Pre-School has an appointed Health and Safety Leadwho will plan and implement regular fire drills.

The Pre-School will carry out fire drills at least twice a term- ensuring that all children are aware of the fire evacuation procedure. To ensure this we will carry out the fire drills either daily throughout one week or on each day of the week over the course of a few weeks. We will log every fire drill carried out in the fire safety file.

Students and visitors will be instructed on the fire drill procedures at the beginning of their attendance, and parents will be made aware if staying for a session.

Testing of fire alarms and fire- fighting equipment is carried out annually by Leeds City Council.

All emergency exits are to be kept clear and free from obstruction at all times.

The Fire Risk Assessment will be reviewed on a regular basis by the Fire Officer, Settings Manager and Director. This assessment will:

* Identify any person especially at risk in case of fire, e.g. very young children, children with special or additional needs and vulnerable adults. Plans will be made for such needs to ensure their safe evacuation.
* Any potential hazards that could result in an evacuation e.g. slipping, having to evacuate into a car park used by others and that is not enclosed.
* Review the Pre-School evacuation plan.
* Look at the past year’s records of fire practice etc.
* Review the fire risk assessment sheets.
* Review the provision of instruction to students or visitors to the building.

**General Fire Safety**

All staff will make it their responsibility to ensure:

* Tops of heaters are kept clear.
* Displays where possible will not be above heaters.
* Combustible materials (paper, card, fabrics etc) are not stored next to sockets or lights.
* Unnecessary lights or electrical appliances (computers, printers, toasters, kettles etc) are to be switched off and where possible unplugged.
* All electrical items, plugs and cables are checked each year.
* The fire extinguishers are checked annually.

**Smoking**

Smoking is prohibited in or around the Pre-School.

**Advice on the procedure in the event of a fire.**

Do not attempt to put it out. Firstly raise the alarm by using the fire whistle and follow the procedure on the fire drill notice.

**On hearing the fire alarm.**

All staff must follow the procedure on the Fire Drill Notice and evacuate the building as quickly and quietly as possible, so as not to upset any children, taking into account any of those who may need extra support.

**After the event.**

If it is a drill or false alarm then the building can be re-entered if deemed safe by either the managing staff or the fire rescue team (logs will be completed). If the fire was real and the building is deemed unfit to be re-entered then each child’s parents or emergency contacts will be contacted and asked to collect their child ASAP.