

**Maids Moreton Pre-School Extended Services**

Fire Safety and Emergency Evacuation

**Policy Statement**

Maids Moreton Pre-School Extended Services is governed by the Pre-school’s Health and Safety Policy and procedures, and Fire Safety and Emergency Evacuation Policy and procedures.

**Procedures**

In accordance with Maids Moreton Pre-School’s policy, a fire safety risk assessment is held on file. All fire safety equipment is inspected as laid out in the pre-school’s Health and Safety Policy.

Regular fire drills are carried out to ensure that all children know where the meeting point is and what to do in the event of the fire.

The meeting point for Extended Services is the assembly point at the back of the school field and the front carpark area of Maids Moreton C of E School.

Staff will be organised so that they know what their role will be for example:

1. A staff member will sound the alarm and evacuate the building leading children to the assembly point and will notify the Pre-school manager of the fire.

A designated staff member will ensure that the register, a mobile phone, childrens contact details and First Aid bag is taken.

The fire brigade will be called by a member of Extended service staff.

A report will be written and filed.

Children will not be allowed back into the building until the Fire Brigade has deemed it safe.

All fire drills will be recorded and are in the Health and Safety Folder in the Pre-School Office.