

Hemingford Grey Playgroup

Fire Procedure

June 2017

In the event of a fire being discovered in the Playgroup building, the following procedure should immediately be put into place.

1. Anyone noticing a fire must raise the alarm by pressing the emergency fire alarm buttons. An alternative signal may be the sound of a smoke alarm - 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.
2. Anyone hearing the fire alarm must make their way to the nearest exit, alerting all other staff, adults and children present, both inside and outside, by shouting out "fire". On hearing the alarm the children will be evacuated in a quiet, orderly manner, using the safest exit.
3. The Manager/Deputy Manager will collect the register, the file of registration documents, visitors' book, medicines and blankets and allocate staff duties:
 - The member of staff nearest the exit should open the door and assist children out of and away from the building.
 - Other members of staff should follow behind.
 - One member of staff must check the inside of the building (toilets, book area, computer corner and kitchen) and the outside play area (barrel, dens, shed) and bring up the rear, leaving doors and gates shut.

On no account should evacuation of the building be delayed in order to control or put out the fire!

4. Everyone leaving the Playgroup building will collect outside, on the astro turf beside the school playground, away from the building and routes of access for the emergency vehicles.
5. The children will line up. A head count is carried out. The register will be called and the visitors' book checked to ensure that all children and adults are present.
6. The fire brigade and school will be alerted. The Manager/Deputy Manager will allocate one member of staff to inform the fire brigade (dial 999), using a mobile

phone or the telephone in the school office, informing the school at the same time.

7. If necessary, parents/carers will be contacted to collect their children - details for each child are held in the registration file.

In the event of a fire in Hemingford Grey school, procedures are in place to inform Playgroup. In such a situation the fire procedure outlined above will be followed, with the exception of point 6.

It is the responsibility of the health and safety co-ordinator to ensure that fire equipment is regularly checked.

Fire drills take place a minimum of once every term, in a variety of sessions in order that all children and adults are familiar with the procedure and have taken part in at least one drill within this time period. These are to be organised and logged by the Manager/Health and Safety Co-ordinator, both with and without prior knowledge of other staff.

This procedure was adopted at a meeting of Hemingford Grey Playgroup Committee, held on 16th November 2005. It has been reviewed and amended at meetings of Hemingford Grey Playgroup Committee, held on 29th April 2009 and 4th May 2011 and 7th May 2014. Amended at a meeting held on 21st October 2014 and 1st July 2015. Reviewed and amended 20th.

Signed by the chairperson, on behalf of the Committee:

..... (Chairperson's name - block capitals)

..... (Chairperson's signature)

..... (date)