



Whitechapel Village Hall, Church Lane, Whitechapel, Lancs, PR3 2EP
Tel 01995 641132 email preschool@whitechapel.lancs.sch.uk
Registered charity number 1080554

Health and safety

3.3 Fire safety and emergency evacuation

Policy statement

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. We co-operate with the Village Hall and school to ensure this.

Procedures

- We have a copy of the fire safety risk assessment that applies to the building and we contribute to regular reviews.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are approved by the Fire Safety Officer (Lisa Newman) and are:
 - clearly displayed on the inside of the office door;
 - explained to new members of staff, volunteers and parents; and
 - practised regularly at least once every six weeks.
 - Records are kept of fire drills and the servicing of fire safety equipment.

Our stand in officer is Katie Walsh.

The fire drill record (kept behind procedure on office door) must contain:

- Date and time of the drill.
- How long it took.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

Legal framework

- Regulatory Reform (Fire Safety) Order 2005