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| **POLICY** | **HEALTH AND SAFETY** |
| **SETTING** | **OVERTON PLAYCENTRE** |
| **AIMS** | At Overton Playcentre we believe we comply with the Regulatory Reform (Fire Safety) Order 2005 as we act responsibly and take our fire safety duties seriously in order to protect pupils, school personnel and visitors to school. In compliance with the Regulatory Reform (Fire Safety) Order 2005 we have in place a Fire Safety Manager who has overall responsibility for fire safety matters at this school.  We believe it is essential to have in place an effective policy for the evacuation of the settings building in the event of a fire or any other emergency. We believe that it is the responsibility of individual members of the staff to make themselves familiar with this policy and procedures to ensure the safe evacuation of all children.  We will ensure that regular fire risk assessments are undertaken, that fire equipment is maintained to a high standard, that all school personnel are aware of and trained in the detailed evacuation procedures in order that no life is put in danger in the event of a fire. |
| **Objectives, Statements and Procedures** | **Fire Safety Training**  All staff will be trained in:   * fire precautions and procedures; * emergency evacuation procedures; * risk assessments; * the use of fire equipment; * good housekeeping practices   **Alarm Systems**   * Each week the alarm system will be sounded and checked. * Annual maintenance will take place. * Staff will be trained in how to use it.   **Emergency Exits**   * All exits to be free from obstructions. * All exits to be checked every day. * All exits to be clearly signed.   **Fire Equipment**   * Fire-fighting equipment is located throughout the school buildings; * Fire equipment to be annually maintained by the Fire Service. * All staff to be trained in its use.   **Evacuation Exercises**  Regular evacuation exercises to be undertaken by pupils and school personnel.  **Registration** An accurate record of all staff and children present in the building must be kept at all times and children/staff must be marked in and out on arrival and departure. An accurate record of visitors must be kept in the Visitor’s Book. These records must be taken out along with the Register in the event of a fire.  **No smoking policy** Children’s health and wellbeing is of utmost importance for the children in our care.  Smoking has proved to be a health risk and in accordance with childcare legislation, Overton Playcentre operates a strict no smoking policy within its buildings and grounds. Parents are respectfully requested to abstain from smoking whilst on the premises. This rule also applies to staff, students, carers and visitors etc. Staff accompanying children outside the setting are not permitted to smoke e.g. whilst on an outing.  We respect it is personal choice to smoke, although the setting supports healthy lifestyles and therefore will help staff and parents to stop smoking on request by:  • providing fact sheets and leaflets  • providing information of local help groups • NHS quit smoking helpline/ website: www.gosmokefree.co.uk • offering information regarding products available to help stop smoking • offering in house support.  **Fire drill procedure**  On discovering a fire 1. CALMLY raise the alarm by blowing the whistle/ringing the bell 2. Immediately evacuate the building under guidance from the manager 3. Check all rooms, toilets, corners, etc 4. Using the nearest exit lead the children out, assemble out the front of the Playcentre by the bottom gate and then head to school playing field.  5. Close all doors behind you.  The manager is to: 1. Pick up the children’s register and visitor book 2. Telephone emergency services: dial 999 and ask for the fire service 3. In a safe place clear of the building - check the children against the register 4. Account for all adults.  • **Do not try to collect personal belongings on evacuating the building • Do not attempt to go back in and fight the fire • Do not attempt to go back in if any children or adults are not accounted for • Advise the fire services of anyone missing.** |