



# Humpty Dumpty Pre-school

St. John's Church Hall, The Glebe, Felbridge, Surrey RH19 2QT  
Registered Charity: 1017357



Surrey County Council  
Early Years Quality Improvement Award

## **FIRE DRILL POLICY**

Humpty Dumpty Pre-School believes that the health and safety of children is of paramount importance and we aim to make our Pre-School a safe and healthy place for all children, parents, staff and volunteers. We promote and practice effective health and safety measures throughout and aim to make children, parents and staff aware of health and safety issues to therefore minimise hazards and risks, which enables the children to thrive in a healthy and safe environment.

### **Fire Equipment**

As part of the induction procedure staff/students are made aware of where to find the fire extinguishers which are located under the book shelves and by the disabled toilet in the foyer and by the fire exit door at the back of the hall. There is also a fire blanket, which is kept in the kitchen by the door and another fire extinguisher located on the kitchen windowsill. Checking the fire extinguishers is part of our daily risk assessment. Fire exits are regularly checked for ease of opening and are kept clear during the sessions. The fire bell is checked regularly and is used when a fire drill takes place.

### **Fire Drills**

Fire drills are planned every half term and will incorporate all children and all staff taking part. For this reason as many fire drills will take place as needed. Fire drills will be practised using the fire exit door in the hall and also exiting through the front door and lining up by the steps to ensure all persons are aware of both procedures. All information about fire drills, the date they have taken place, the fire drill procedure and staff duties in the event of a fire, are on the notice board.

When a fire drill is to take place, the children are advised either at Register or Snack time. The fire bell is sounded beforehand so new children will not be alarmed when they hear it for the fire drill. The children are given an explanation about what they should do on hearing the fire bell.

At some point during the morning the fire bell will sound and the children are supported to follow the fire evacuation procedure. After the fire drill has taken place the procedure is logged in the fire drill book, recording the time, date, staff present and comments on if there are any concerns or not. If there are concerns, extra fire drills will be planned and any issues explained to the children.

In the event of a fire, the fire bell will sound. All children must drop anything they are playing with and if outside will line up by the steps from the outside play area and those indoors will either join them or depending on where the fire is located will line up by the fire exit door located at the back of the hall. Generally, the Manager will get the register and phone while the Deputy Supervisor will support the children to where they need to line up. The other staff members will check the toilets and building. Once lined up a head count will be done and then all the children will be led to the car park. This procedure may be subject to change depending on where staff are deployed at the time of the fire. In any instance all members of staff are aware of the procedure and will adapt their duties as necessary. Once in the car park, the register will be taken and all children accounted for. The Manager will ring the Fire Brigade and inform the Church Wardens of the incident. No person is to return to the hall unless authorised to do so by the Fire Brigade. If the hall is deemed unsafe parents/carers will be contacted to collect their child.



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Fire extinguishers and equipment are the property of the church and it is therefore their responsibility to ensure they are in good working order.

Risk assessments are always on going and this includes fire drills and procedures.

*This policy adopted by Nikki Harris for Humpty Dumpty Pre-School on Wednesday 6<sup>th</sup> August 2013. It was reviewed on 5<sup>th</sup> August 2017*

Signed: ..... Chairperson Date: .....