

**Howe Dell Day Care**

**Fire/Evacuation Policy**

**Policy adopted September 2008, to be reviewed May 2026**

**Aim**

We are committed to the importance of safety our evacuation procedures for use in case of fire or emergencies are vigorous.

**Procedure**

Children and adults will be made aware of the evacuation procedures and will take part in regular evacuation drills. Drills will be carried out at least once a term. Fire exits are kept closed at all times, are not obstructed at any times and are easily opened from the inside. Fire extinguishers, alarm systems and sprinklers are tested regularly in accordance with manufacturer's guidance. All evacuation events are recorded in an evacuation log.

**Fire Prevention**

FIRE AND EMERGENCY PROCEDURES.

Howe Dell Executive Head Teacher of School and Day Care is responsible for ensuring the fire risk assessment is undertaken and implemented following guidance contained in the online Education Health and Safety Manual. The fire risk assessment is located in the fire logbook and reviewed on an annual basis.

**Fire Instructions**

These documents are made available to all staff and included in the establishment's induction process.

An outline of evacuation procedures is made available to all contractors / visitors and are posted throughout the site.

Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.

**Emergency Procedure**

Fire and Evacuation

Fire and emergency evacuation procedures are detailed in the staff handbook and a summary posted in each classroom.

These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by The Facilities Manager and updated via Solero (online) upon review.

### **Fire Drills**

Fire drills will be undertaken termly, and a record kept in the fire logbook.

### **Fire Fighting**

The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable firefighting equipment.

Ensure the alarm is raised BEFORE attempting to tackle a fire.

Staff should be made aware of the type and location of portable firefighting equipment and receive basic instruction in its correct use.

Howe Dell School site has a full sprinkler system.

Details of service isolation points (i.e. gas, water, electricity) Gas and water. Isolation is in the Main Boiler house outside the backdoor of the Main kitchen. Electricity Isolation Is in the plant room next to the main boiler room outside of the main kitchens back door

Details of chemicals and flammable substances on site. An inventory of these will be kept by Site manager.

### **Testing of the Fire Alarm System.**

Fire alarm call points will be tested weekly in rotation by a member of the facilities team and a record kept in the fire logbook.

Any defects on the system will be reported immediately to the alarm contractor/electrical engineer [Chubb 0344 879 1666]

A fire alarm maintenance contract is in place with Chubb and the system tested [quarterly] by them.

### **Inspecting of Fire Fighting Equipment**

[Chubb Fire extinguishers, Armstrong Priestley, Sprinkler system] undertakes an annual maintenance service of all firefighting equipment.

Weekly [facilities team] checks that all firefighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Facilities Site Manager at Howe Dell School or Chubb 0844 879 1666

### **Emergency Lighting System** (Self testing)

These systems will be checked for operation monthly in house by Facilities Manager and annually.

Test records are located in the facilities office.

### **Means of Escape**

Daily by the facilities team checks for any obstructions on exit routes and ensures all final exit doors are operational and available for use. We will ensure power points are not overloaded with adapters.

### **If the alarm sounds**

Adults will lead the children to their assemble point quickly and quietly in an orderly manner.

No attempt will be made to collect belongings or to re-enter the building after evacuation.

All children will evacuate the building immediately with their adults via the nearest safe exit and proceed to the assembly points outside. Once assembled outside the children and staff will be registered.

Staff in main Early Years entrance office will leave immediately via the nearest safe exit and proceed to the assembly points outside.

No parent or visitor must enter the building if alarm is sounding.

If any person is missing from the register, the emergency services will be informed immediately.

Howe Dell School and Day Care are strictly non – smoking sites.

New members of staff will have the fire safety procedures explained to them.

Please also refer to the Howe Dell whole site Health and Safety / Emergency Evacuation policy