

Fire safety, critical incident, adverse weather and emergency evacuation.

Policy statement

We ensure the highest possible standard of fire precautions are in place. The person in charge and our staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Officer or Fire Safety Consultant. A Fire Safety Log Book is used to record the findings of risk assessment, any actions taken or incidents that have occurred and our fire drills. Downloadable Fire Safety Log Books are widely available free of charge on line. We ensure our policy is in line with the procedures specific to our building, making reasonable adjustments as required.

Fire safety precautions taken

- We ensure that fire doors are clearly marked, never obstructed and easily opened from the inside.
- We ensure that 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.
- We have all electrical equipment checked annually by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced.
- Our emergency evacuation procedures are:
 - clearly displayed in the premises;
 - explained to new members of staff, volunteers and parents; and
 - practised regularly, at least once every term.
- Records are kept of fire drills and of the servicing of fire safety equipment.

Fire drills

We practice fire drills regularly and record the following information about each fire drill in the risk assessment folder.

Critical Incident Policy

In the event of a critical incident i.e. closure of the premises due to adverse weather conditions, heating failure, flood or closure of nearby road or severe traffic jam the following procedure will be followed: -

The safety and well-being of the children will be of paramount importance

- In the event that we need to evacuate the building current emergency evacuation procedures will be activated.
- After emergency services have been contacted all efforts will then be made to contact parents/carers or emergency contact numbers.
- Staff would stay with the children for as long as necessary.
- If Little Steps needs to close all efforts will be made to inform parents before opening times. Staff will attempt to text or ring parents, we will put notices on the website and
- It is impossible for us to plan for every emergency that may arise; however, every effort will be made for the safety and convenience of parents/careers.
- In the event of a critical incident OFSTED and any other relevant agencies will be contacted.

Severe Weather Warning Policy.

In the event of severe snow falling during the day or overnight, the Manager will assess the situation and inform parents and staff not to attend Preschool due to slippery and icy conditions.