

## **FIRE SAFETY AND EMERGENCY EVACUATION**

The Children's Garden in cooperation with our landlords, The London Borough of Richmond upon Thames, has put in place the highest possible standard of fire precautions to ensure that the risk of fire is kept to an absolute minimum.

The following procedures are followed to ensure maximum fire safety:

- A risk assessment of potential fire hazards has been carried out and is reviewed on a regular basis
- Fire doors are clearly marked, never obstructed and easy to open from the inside
- 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
- All staff know how to use the available fire fighting equipment
- Our emergency evacuation procedures are:
  - clearly displayed in the premises
  - explained to new members of staff, volunteers and parents
  - practised regularly at least once a term
- Records are kept of fire drills.

## **EMERGENCY EVACUATION PROCEDURE**

The Children's Garden follows the following emergency evacuation procedure:

- In case of fire, the alarm will sound.
- All children led by the class teacher, with Register and Mobile Phone, will go out of the nearest Fire Exit Door, depending on location of fire.
- Children must not stop to change slippers or get coats etc.
- The group will be followed by one adult (assistant) who will check that everyone has left the building and will meet by the **assembly point** outside of the front gates.
- Register is taken a first time.
- Whilst this is happening, in the event of a real emergency, the Fire Services are alerted by the teacher by calling 999.
- Register is taken a second time.
- Children must be made aware of the importance of staying together in a group.

### WHAT WE MUST DO:

1. Take register every day by 9.45am.
2. Update register with-late comers.
3. Know where the children are at all times – so awareness of toilets, entrance area, garden.

Updated August 2021

To be reviewed August 2022