

4.0 FIRE SAFETY POLICY & PROCEDURES

The Pre-school Manager has access to the fire safety procedures specific to the Cheam Baptist Church building and ensure they align with these procedures.

A Fire Safety Risk Assessment is carried out yearly.

Fire Safety Precautions include:

- All electrical equipment is PAT tested, as required.
- Any faulty electrical equipment is taken out of use.
- Sockets are covered.
- Water and electrical items do not come into contact; staff do not touch electrical items with wet hands.
- All fire safety equipment is checked annually.

Fire Precautions

- Fire exit signs are the green 'running man' signs and are in place and clearly visible.
- Fire doors are easily opened during normal working hours.
- Fire evacuation notices are displayed in print large enough to read from a short distance. They say where the assembly point is.
- Fire alarms are in place and tested regularly, and where necessary supplemented with visual warnings.
- Smoke alarms are in place and tested regularly.
- A fire blanket is in place in the kitchen.
- Fire extinguishers are in place and are appropriate.

Fire Safety Procedures

1. The following doors must be kept easily accessible and clear of obstruction at all times:

- Lobby door to passageway
- Double doors from small hall to lobby
- All fire exits

2. Fire-fighting equipment is as follows:

- Fire blanket fixed to wall in kitchen
- There are water extinguishers on stands in both halls, toilet area and carbon dioxide in kitchen
- CO2 in the large hall near the art area.

3. Fire Alarm Push Glass Points are situated:

- by the fire exit in the small hall
- by the main entrance doors to the small hall
- by the double doors to the passageway in the large hall
- by the Malden Road doors in the large hall

4. In the event of fire, sound alarm and dial 999 and ask for **FIRE**:

- Keep calm. Your most important responsibility is to get **CHILDREN OUT**.
- Blow whistle to gather children at safest point of exit.
- Designated Fire Officer to check all rooms including toilets, kitchen and office for children.
- Collect register and fire ropes if possible.
- Assemble children according to Route taken:
 - Route 1. Playground Exit. Assemble in small hall
 - Route 2. Lobby Exit. Assemble in small hall
 - Route 3. Large hall toilet doors. Assemble in large hall
 - Route 4: large hall double doors near art area.
- Quickly count children and adults
- Check safest route to the Fire Assembly Point on the Library Green. Ensure each child is holding the rope with adult supervision and take children to the Fire Assembly Point.
- Take Register at Fire Assembly Point and check that correct number of children and adults are present.

5. Additional points to remember:

- Do not stop to collect belongings.
- Do not attempt to tackle the fire.
- Close door if possible, when evacuating building. Do not return until authorised to do so.

Pre-school location: Cheam Baptist Church, Malden Road, Cheam Village, SM3 8QB

Fire Drills

- Fire Drills (to include emergency evacuation procedures and lock down) are held at least termly.
- Drills are recorded, including:
 - Date of drill
 - Numbers of staff and children involved
 - Route taken
 - Number of children needing 1 to 1 support

Reviewed October 2025
To be reviewed October 2026