



Health and Safety

Fire & Bomb safety and emergency evacuation

Policy Statement

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The person in charge and 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.

Procedures

- We ensure that there is an up to date fire safety risk assessment that applies to the building.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- We ensure that the Church Hall Committee hold regular safety checks to comply with Health & Safety requirements & an up to date certificate is displayed.
- 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 six weeks.
- Records are kept of fire drills.
- Suspected packages, bags and people must be brought to the attention of the person in charge immediately.

Fire/Emergency evacuation procedure

- The first consideration should be the safety of the children
- The alarm will be raised by the loud blowing of a whistle
- Close ALL doors and windows, escort the children out of the premises by normal routes to the assembly point (**Outside the church doors**)
- The register to be taken out & everyone checked are present
- DO NOT leave the children unattended
- DO NOT stop to put out the fire
- Call the Fire Brigade using mobile telephone (Details of location of hall next to the telephone or in the register)

- DO NOT replace the receiver until the address has been repeated by the operator
- DO NOT re-enter the building until the all-clear has been given
- Parents will be contacted by telephone

The fire drill record book must contain:

- Date and time of the drill.
- How long it took.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

Legal framework

- Regulatory Reform (Fire Safety) Order 2005
www.opsi.gov.uk/si/si2005/20051541.htm

Further guidance

- *Fire Safety Risk Assessment - Educational Premises* (HMG 2006)
www.communities.gov.uk/publications/fire/firesafetyrisk6