



# **Fire Safety And Emergency Evacuation Policy**

**Pre-school Manager: Nicky Benson-Dare**

**This policy will be reviewed annually. It will also be revised following any concerns and/or updates to national and local guidance and procedures.**

## Statement

We ensure our premises present minimal risk of fire by ensuring the highest possible standard of fire precautions. The Manager and staff are familiar with the current legal requirements, and fire (emergency) evacuation drills are regularly practised to familiarise staff and children with the procedures.

## Aim

We aim to:

- ensure the safety of the children, staff, parents/carers and visitors of the pre-school
- ensure we are able to respond appropriately in the event of an emergency.

## Procedures

- The basis of fire safety is risk assessment. The manager has received training in fire safety sufficient to be competent to carry out the risk assessment; this must be written where there are more than five staff and will follow the Government guidance *Fire Safety Risk Assessment - Educational Premises* (HMG 2006).
- Where we rent premises, we will ensure that we have a copy of the fire safety risk assessment that applies to the building and that we contribute to regular reviews.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire fighting appliances conform to BS EN standards, are fitted in appropriate high risk areas of the building and are regularly checked as specified by the manufacturer.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
  - Clearly displayed in the premises; explained to new members of staff, children, volunteers and parents; and practised regularly, at least once every six weeks.
  - Records are kept of fire drills in the setting's main file. Any issues arising from the drill are detailed in this log, and then a separate risk assessment will be carried out if needed.
- Children are familiar with the sound of the fire alarm; the alarm that sounds in the event of a fire is one long blow on the whistle.
- At each fire drill, the whistle is blown and the children are taught to leave what they are doing and line up by the rear exit where an adult is opening the exit gate. The reasoning behind this is explained and the older children understand that it could mean a fire and that we need to leave the building quickly. The younger children are collected if needed by the staff and taken to the rear exit. In the event the fire is in the garden, children

would be directed to the front door.

- In the event of an emergency evacuation:
  - Children, staff, parents/carers and visitors are shown to the fire exits.
  - The most senior member of staff manages the situation; they will check that ALL children and staff have left the building where safe to do so, and then call the fire brigade and carry out a full registration of the staff and children.
  - The staff lead the children from the rear exit of the building, if appropriate, out of the back gate, up to the front of the church where the children sit along the steps. If the weather is particularly unpleasant, the children are taken into the lobby of the church where they will wait.
  - The register of the day is taken, and each child/staff presence is marked.
  - If the evacuation is taking place as a drill, the time taken from the whistle being blown to all children and staff being accounted for is timed.
  - Using the parent contact sheet in the register, all parents are called to collect their children when it is safe to do so.
- The fire drill record book must contain
  - The date and time of the drill
  - How long the drill took
  - Whether there were any problems that delayed evacuation and if a risk assessment was completed.
  - Total number of children and staff present