



24. Fire 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.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe		3.3 The learning environment 3.4 The wider context	

Procedures

- The basis of fire safety is risk assessment. These are carried out by a 'competent person'.
- The manager has received training in fire safety sufficient to be competent to carry out risk assessment; this will be written where there are more than five staff.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and 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.
- 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 (at the same time as the on-site primary school).
 - Records are kept of fire drills (in the register) and the servicing of fire safety equipment.
 - Drills are conducted each term

Emergency evacuation procedure

- ▶ **If you discover a fire:**

- ▶ Immediately operate the nearest fire alarm point
- ▶ If you feel it is safe to do so and are competent, use the appliance provided to attack the fire without taking personal risk.

- ▶ **On hearing the alarm:**
- ▶ Evacuate the building and go to the assembly point at: **The centre point of the playing field.**
- ▶ The Supervisor (or appointed deputy) will take charge of the evacuation and ensure that no one is left in the area.
- ▶ The Supervisor will appoint a member of staff to telephone the Fire Service and collect the pre-school register.
- ▶ The supervisor will appoint a member of staff to inform the school – telephone 881525
- ▶ **Remember:**
- ▶ Use the nearest available exit
- ▶ Do not stop to collect personal belongings
- ▶ Walk in an orderly manner
- ▶ Do not re-enter the building until you are instructed to.
- ▶ **In the event that school inform us of a fire in school:**
- ▶ The supervisor (or appointed deputy) will take charge of the evacuation of the pre-school building and ensure that no one is left in the area.
- ▶ The Supervisor will appoint a member of staff to collect the pre-school register

In the event of an extended period of evacuation, such as in the event of an actual fire, parents/carers would be advised to collect children.

The fire drill record contains:

- 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

Further guidance

- Fire Safety Risk Assessment - Educational Premises (HMG 2006)

This policy was adopted by North Leigh Pre-school on

Name of signatory: Mrs. Evelyn Cookson

Signature..... 7th June, 2021

Role of signatory - chairperson