

Fire Safety & Emergency Evacuation Policy & Procedure



Policy Statement

We ensure the highest possible standard of fire precautions are in place. The proprietor and our 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. A Fire Safety Logbook is used to record the findings of risk assessment, any actions taken or incidents that have occurred and our fire drills. We ensure our policy is in line with the procedures specific to our building, making reasonable adjustments as required.

Procedures

Fire Safety Risk Assessment

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- The manager has received training in fire safety sufficient to be competent to carry out the risk assessment; this will follow the Government guidance *Fire Safety Risk Assessment - Educational Premises* (HMG 2006).

Our fire safety risk assessment focuses on the following for each area of the setting:

- Electrical plugs, wires and sockets.
 - Electrical items.
 - Gas boilers.
 - Cookers.
 - Matches.
 - Flammable materials – including furniture, furnishings, paper etc.
 - Flammable chemicals.
 - Means of escape.
 - Anything else identified.
- 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 Safety Precautions Taken

- We ensure that fire doors are clearly marked, never obstructed and easily opened from the inside.
- We ensure that smoke detectors/alarms and firefighting appliances conform to BS EN standards, are fitted in appropriate high-risk areas of the building and are checked as specified by the manufacturer.
- We have all electrical equipment checked annually by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced.

- All staff will receive regular fire safety training appropriate to their role, including induction training for new staff and annual refresher training. Training includes use of fire extinguishers, evacuation procedures, and understanding alarm points.
- Staff are not expected to fight fires unless trained and it is safe to do so. The priority is safe evacuation. Fire extinguishers are provided as a precaution and may only be used if the fire is small, evacuation is not hindered, and there is a clear escape route.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
 - clearly displayed in the premises.
 - explained to new members of staff, volunteers and parents; and
 - practised regularly, every month.
- Records are kept of fire drills and of the servicing of fire safety equipment.
- Visitors, contractors, and any temporary personnel are made aware of the fire evacuation procedure upon arrival and must sign in and out of the premises.
- We ensure reasonable adjustments are made for children or staff with mobility or additional needs, including having a personal emergency evacuation plan (PEEP) where appropriate.
- Fire Marshals are appointed and trained to support evacuation, check designated areas, and report to the manager at the assembly point.

Emergency Evacuation Procedure

1. In the event of a fire, the fire alarm will be raised automatically. Should the alarms not activate, raise the alarm by shouting FIRE (to alert anyone in the immediate vicinity) and then activate the nearest push-glass fire alarm call-point (small red box, close to major exits).
2. Registers and emergency bags must be collected if accessible, providing this does not put the person at risk.
3. All fire exits are clearly displayed on our fire diagram in the main foyer.
4. Calmly escort all minors to the assembly point: **FRONT OF BUILDING (outside main gate)** using the nearest fire exit. Do not try and retrieve personal belongings when evacuating the building.
5. Babies and toddlers shall be collected by their allocated key person and evacuated using the nearest fire exit. Key persons must not handle more than two non-walking minors at any one time. Spare staff will arrive to assist evacuation.
6. Key persons/s are to make sure rooms, corners and toilets are checked before vacating the premises and moving directly to the assembly point.
7. The last key person to be leaving the area shall ensure that all doors and windows are closed behind them as they leave the premises, providing this does not put them at risk.
8. At the assembly point, check the children against the register and account for all adults.
9. In a safe place stay clear of the building.
10. Once at the assembly point, contact the emergency services by dialling 999. Request the fire service, and if necessary, ask for any additional emergency services required, such as ambulance or police.
11. The Manager/Deputy will liaise with the Emergency Services, providing required information to efficiently deal with the emergency.
12. All staff and minors must remain at the assembly point until notified by the Manager/Deputy that it is safe to return to the premises.
13. If the building is unsafe, we will follow procedures set out by the Fire Service and inform parents straight away.

14. If the building is unsafe to enter for more than 1 hour, then the children will be relocated.

(Outing policy will need to be followed when relocating children and staff)

15. In the event of a real fire or false alarm, a full review will be conducted by management to evaluate the effectiveness of the evacuation and update procedures if necessary.

The effectiveness of these procedures shall be tested by conducting practice under the control and guidance of the Manager/Deputy.

Fire Drills

We hold fire drills once a month. We record the following information about each fire drill in the Fire Safety Logbook:

- The date and time of the drill.
- Number of adults and children involved.
- How long it took to evacuate.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

Fire Alarm Test

Fire alarms are tested on a weekly basis to eliminate faults. The results of each test are recorded in the Fire Safety Logbook. Any faults are reported immediately to the fire alarm contractor for repair.

Legal Framework

- Regulatory Reform (Fire Safety) Order 2005
- Health and Safety at Work Act 1974
- The Early Years Foundation Stage (EYFS) Statutory Framework (2024)
- Equality Act 2010

Further Guidance

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