

EMERGENCY EVACUATION & FIRE SAFETY POLICY

Safeguarding & Welfare Requirements: Safety & Suitability of Premises, Environment & Equipment

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of a fire or any other emergency, and must have an emergency evacuation procedure.

POLICY STATEMENT

Our aim is to ensure that the children and adults within the setting are kept safe and secure from harm in the event of an emergency, such as a fire. We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The Manager and staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as a Fire Officer, or Fire Safety Consultant.

Aims

Our aim is to evacuate the Pre-school as quickly as possible in a safe and calm manner, and to ensure that all staff and adults within the setting are aware of the evacuation procedure.

Method

All staff members will be shown where nearest fire exits and fire extinguishers are during their induction. We recognise the importance of practising fire drills and will endeavour to teach the children about fire safety.

Regular fire drills will be held at least once every term to ensure staff and children are fully aware of the procedure should an emergency arise. The fire drills will be held on different days of the week and at different times during morning and afternoon sessions. A record of planned emergency evacuations and real evacuation details will be recorded in the Fire Evacuation logbook, which will include the following details:

- Date
- Time alarm sounded
- Approximate time taken for evacuation
- Numbers of children, staff and adults
- Evacuation route used
- Alarm raised by
- Location of fire
- Time safe to return to building
- Specific points requiring attention

The building will generally be evacuated via the fire exits in each classroom. However, fire drills must also include evacuation via the front door. The children will be made aware of the sound of the fire alarm when they are in a safe and secure environment, so that they are not unduly frightened. All fire drills will be considered serious and expected to be treated as if it were a real emergency.

In the event of a real fire, the Manager will telephone the fire brigade on 999 and give appropriate details. The nearest available exit will be used to meet at the designated assembly point. The evacuation will start immediately on the fire bell ringing. Bags and personal possessions should not be collected on route. The register will be called and checked at the assembly point to ensure there are no unaccounted children or adults. The fire brigade will be informed of any missing persons. Nobody will be permitted to return to the building until the all clear has been given by the emergency services.

The designated assembly point is located at [Trevisker Primary School](#). If we are unable to return to the Pre-school, parents will be contacted and asked to collect their children from Trevisker School. Headcounts of children and adults will be carried out periodically.

In the event of a false alarm, or if the emergency services deem it safe to return to the building, headcounts will be taken once inside the setting. The Chairperson will be kept informed of proceedings at all times.

Staff Responsibilities

The Manager, as person in charge of the setting, must direct other members of staff and supervise procedures. In the event of the absence of the Manager, the Deputy must assume the role of person in charge. The Manager and Senior Supervisor, share responsibility for all classroom areas. They will 'sweep' the classroom, the toilet areas, the kitchen, the snug and the office, to ensure all persons have been safely evacuated, before leaving the building.

The Manager may delegate some of the tasks below, but must ensure the person to whom the task is delegated is fully aware of his/her responsibility and is confident enough to carry the task out. The member of staff to which the task(s) has been delegated must then inform the Manager when the task has been completed.

		Person who discovers fire	Manager	Senior Supervisor	All staff	Chairperson
1	Sound the alarm <ul style="list-style-type: none"> • Shout fire • Ring alarm bell 	√	√			
2	Collect <ul style="list-style-type: none"> • Register • Visitors book • Mobile phone • Emergency contacts list • Keys • Reflective jacket 		√ √ √ √ √	√ √		
3	Name the safest exit and direct all staff		√	√		
4	Headcount children and staff on exit		√	√		
5	Lead children outside in a calm and orderly manner				√	



6	Check for missing persons in <ul style="list-style-type: none"> • Toilets • Office • Kitchen • Snug 		√ √ √ √	√ √ √ √		
7	Children taken across grass to Trevisker Primary School				√	
8	Ring emergency services once building is safely evacuated		√			
9	Take registers and ensure all children and adults are accounted for		√	√		
10	Contact Chairperson and advise of situation		√			
11	If deemed appropriate, Chairperson to join assembly point and liaise with emergency services. Manager to liaise with emergency services if Chairperson is unavailable		√			√
12	Contact parents to collect children from assembly point if emergency services declare setting unsafe		√			√

Risk assessments

The basis of fire safety is risk assessment. This is carried out by our Health and Safety Coordinator, who has received sufficient training to be competent to carry out risk assessments. The risk assessments follow the guidance outlined in the *Fire Safety Risk Assessment – Educational Premises* document on the Gov website.

Fire exits are clearly identifiable, and fire doors, which are easily opened from the inside, are kept free from obstructions. Smoke detectors, smoke alarms and firefighting appliances, are fitted in appropriate high-risk areas of the building and are checked as specified by the manufacturer. Records are kept of the servicing of fire safety equipment.

Our emergency evacuation procedures are clearly displayed in the premises and are explained to new members of staff, volunteers and parents.

Any issues or concerns are recorded before being passed to the Manager to be addressed.



All Policies to be reviewed annually.

Acceptance of Policy

APPROVAL

Signature:

Name & Position: Rachael Richards -
Manager

Date:

AGREED

Signature:

Name & Position: On behalf of the committee

Date:

Review Record

Reviewed by: Position: Date:

Reviewed by: Position: Date:

Reviewed by: Position: Date:

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