



## **Fire safety and emergency evacuation**

### **Policy Statement**

Cricklade Pre-School Playgroup will ensure that our premises are maintained to the highest possible standard with regard to fire precautions.

The Pre-School Manager and all staff are familiar with fire safety precautions.

Where it is necessary we seek the advice regarding our precautions we will consult either our Fire Officer, or Fire Safety Consultant. We ensure our policy is in line with the procedures specific to our building, making reasonable adjustments as required.

### **Procedures**

#### *Fire Safety*

- The fire safety risk assessments will be carried out by either the Pre-school Manager or their deputy.
- Sessions held in rented premises will have a copy of the fire safety risk assessment that applies to that building.
- 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.
  - All children are shown and taught the evacuation procedure.
- Records are kept of fire drills and the servicing of fire safety equipment.
- All electrical equipment is pat tested and information displayed/recorded.

#### *Emergency evacuation*

Once an incident, that could lead to an evacuation, has been discovered

- The session leader will blow the whistle (that hangs by the store cupboard door)
- Everyone will stop what they are doing and walk towards the front door, if the front door is impassable then the garden door will be used.
- The session leader will collect the register, the signing-in book and the file containing registration forms, and a mobile phone if possible.
- The session leader will ask other adults to check the toilets and office to make sure no-one is left in the building.
- The session leader will open the door and lead the children to the Fire Assembly Point.
- An adult will call the emergency services, if necessary, from the mobile or the Primary School Office.

- The session leader will count the children and adults to ensure than no-one is missing. If necessary the register will be called.
- If the building cannot be quickly re-occupied, then the group will move to St Sampson's Primary School, to a place of safety. Once the group is safe parents will be contacted by an adult.

### **Legal references**

- Regulatory Reform (Fire Safety Order 2005)
- Electricity at Work Regulations (1989)

### **Further guidance**

- Dynamic Risk Management (Pre-school Learning Alliance 2017)
- Fire Safety Record (Early Years Alliance 2019)
- Fire Safety Risk Assessment: Educational Premises (HMG 2006)
- [www.communities.gov.uk/publications/fire/firesafetyrisk6](http://www.communities.gov.uk/publications/fire/firesafetyrisk6)