

## 8.5 Fire Safety and Emergency Evacuation

### Policy statement

We ensure the highest possible standard of fire precautions are in place. The manager 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 (Gail Farr) or a 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 risk assessment*

- The basis of fire safety is 'in the moment' risk assessment. These are carried out by Katie Draper (Manager), Carrie Darlington and Michelle Williams (Deputy Managers), Gail Farr (Fire Safety Officer) or another appropriate member of staff in their absence.
- 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.
- Our landlord ensures 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 will have our electrical equipment checked regularly by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced.
- 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 once a week.
- Records are kept of fire drills and of the servicing of fire safety equipment which is done by our landlord.

#### *Fire drills*

- We hold fire drills regularly, where children are made familiar with the sound of the whistle used to indicate a fire or emergency evacuation.

- Children are led by the Fire Safety Officer from the building to the designated area on the school field. Other members of staff assist the children on leaving the building. One member of staff checks the main Preschool room is clear.
- A register is taken outside of the classroom along with children's emergency contacts, a register is called to ensure all children, staff and visitors are safely out of the building.
- 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 other comments and any further action taken to improve the drill procedure

### *Emergency evacuation procedure*

In the event of emergency evacuation, we will adopt the following procedure:

- The person discovering the fire will immediately operate the fire alarm by breaking the nearest fire alarm call point. In the Preschool room, this is located next to the front door. The alarm will be recognisable as a loud continuously ringing bell.
- In the event that the fire alarm does not sound, the Manager or Fire Safety Officer will blow the whistle located in the key box.
- The register, visitor's book, children's emergency contact details and evacuation bag will be collected by the Fire Safety Officer as well as the setting's mobile phone (if easily accessible).
- Everyone will leave the building via the back door and out through the gate onto the school playground, unless otherwise indicated by the Fire Safety Officer. Children will be counted out of the building and escorted to the designated fire assembly point either behind the school building or the front of the Preschool (depending on location of the fire).
- One member of staff will check that all areas of the building have been vacated including the office, toilets and kitchen, if safe to do so.
- All staff will then join the manager and children at the assembly point.
- No one will stop to collect belongings.
- When the children are lined up at the assembly point, the register is taken. Should there be a discrepancy, the Manager will be informed, and an immediate search will be made, if safe to do so.
- The alarm company will contact the fire service.
- No one will re-enter the building until told to do so by the fire service.
- Parents will then be contacted, and Preschool staff will remain with the children until they have been collected by an appropriate adult.
- If necessary, we use Duxford Community Centre, Hunts Road as our designated place of safety, while waiting for parents to collect children.

### **Legal framework**

- Regulatory Reform (Fire Safety) Order 2005

<b>Version</b>	<b>Changes Made</b>	<b>Author</b>	<b>Date</b>	<b>Review Date</b>
1.0	Baseline version	P Eccleston	26 <sup>th</sup> April 2018	April 2019
1.1	Minor formatting changes and updated in line with the Early Years Alliance model policy	N Hanlon	18 <sup>th</sup> April 2019	January 2020
1.2	Updated to reflect the usage of an evacuation bag	N Hanlon	27 <sup>th</sup> January 2020	January 2021
1.3	Updated names of Deputy Manager	N Hanlon	25 <sup>th</sup> March 2020	January 2021
1.4	Updated to reflect changes due to new premises and new Fire Officer	N Hanlon	20 <sup>th</sup> January 2020	January 2023
1.5	Updated to reflect new manager name, frequency of drills and location of muster	N Hanlon	22 <sup>nd</sup> November 21	January 2023
1.6	Updated to reflect changes due to new premises and name of Deputy Manager	N Hanlon	25 <sup>th</sup> January 23	January 2025