



## 1.09 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.

### 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. This will follow the guidance as set out in the Fire Safety Risk Assessment – Educational Premises document.
- Settings in rented premises will ensure that they have a copy of the fire safety risk assessment that applies to the building and that they contribute to regular reviews.
- 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 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 at least once every Full Term
  - Records are kept of fire drills and the servicing of fire safety equipment.

### Emergency evacuation procedure

We have an emergency evacuation procedure in case of a fire or a threat.

We have Fire Drills every full term across a whole week, ensuring all children and staff take part which includes:

We tell the children that we are having a practise to get out of the building should there be a fire for the first few fire drills, after this we proceed as we would do should there be an actual fire or threat.

Whoever discovers the fire or immediate threat raises the alarm by blowing a whistle. The children are aware if we blow the whistle it is to get out of the building safely, in a calm and controlled way ( walking ).

A member of staff will take the children out to the designated area which for a drill is through the forest at the back of our building. For an actual fire or threat we would take the children to the Primary School located in School Lane by either the front of the building or through the



forest where there is a second entrance to the Primary School, whilst a second member of staff count the children as they leave.

The person in charge of the evacuation will make sure no children or staff are in the building by personally checking.

They will then collect the register, and make sure they have a charged phone with them and take a key to the building.

We walk the children to an area at the back ( or at the front ) of the building should there be a real fire it would be the exit clear of the immediate threat.

The Register is called to make sure everyone is present and accounted for. Whilst this is being done another member of staff will be actioned to call the Fire and Police services.

We will wait for the Services to inform us it is either safe to return to the building or that we have to let parents know that they need to collect their child from the Primary School.

All staff will remain with the children until all children are collected.

We make sure that every member of staff is involved with the Fire Drill by allocating a lead for the Fire Drill.

### **We take into consideration the following:**

- How children are familiar with the sound of the fire alarm.
- How the children staff and parents know where the fire exits are.
- How children are led from the building to the assembly point. • How they will be accounted for and who by – see procedure
- How long it takes to get the children out safely.
- List of items to take with you
- Who calls the emergency services and when in the event of a real fire.
- How parents are contacted.

The fire drill record book must contain:

- 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.

Date to be reviewed – on or before End September 2024