

1.4 Fire safety and emergency evacuation policy

Policy statement

We take reasonable steps to ensure the safety of the children, staff, and others on the premises in the case of a fire or other emergency.

At Perins Pre-school, we make sure the pre-school is a safe environment for children, parents, staff and visitors through our fire safety policy and procedures.

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Officer: James Topping (Health and Safety Manager) or the Estate team.

James Topping (Health and Safety Manager) and the Estate team makes sure that we are compliant with fire safety regulations, including following any changes or alterations to the premises and has also has overall responsibility for fire drills. These occur at different times.

All staff receive fire safety training as part of their induction.

Registration

An accurate record of all staff and children present in the building must be always kept and children/staff must be marked in and out on arrival and departure. An accurate record of visitors must be kept in the visitor's book. These records must be taken out along with the register and emergency contacts list in the event of a fire.

No smoking policy

The pre-school operates a strict no smoking policy – please see this separate policy for details.

Procedure

- The basis of fire safety is risk assessment. These are carried out by a 'competent person'.
- The Fire Officer has received training in fire safety sufficient to be competent to carry out risk assessment with the manager and deputy manager; This will follow the guidance as set out in the *Fire Safety Risk Assessment – Educational Premises* document.
- Fire Exit doors are clearly marked, never obstructed, and easily opened from the inside.
- Smoke detectors/alarms are connected to the school fire alarm system and firefighting appliances conform to BSEN standards and are fitted protective covers. These are checked as specified by the manufacturer.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
 - explained to new members of staff, volunteers, and parents; and
 - practised regularly.

Fire drill procedure

On discovering a fire:

- Calmly raise the alarm. The alarm will sound continually.
- Gather the children together and exit the building through the fire exit, in a quiet and orderly fashion.
- The assembly point where all the children and adults should meet for pre-school is the lower playground.
- The named fire marshal for the pre-school should check the building to make sure that everyone has exited the building. The fire marshal will gather the evacuation bag, radio, and all registers.

- A roll call must be taken to ensure all parties are accounted for- children, staff, school staff, visitors, students, and volunteers.
- The nominated fire marshal should radio the Sunhill fire marshal to confirm the building is clear.
- The building can only be re-entered once the “all clear” is given by Sunhill fire marshal.
- The fire marshal should make a record of the drill using the fire drill log and report any concerns to the Health and Safety Manager and Estate team.
- Once back inside the premises, staff should make opportunity to talk through the drill with the children to allay any worries.

If you are unable to evacuate safely:

- Stay where you are safe.
- Keep the children calm and together.
- Wherever possible alert the manager of your location and the identity of the children and other adults with you.

Remember

- Do not stop to collect personal belongings on evacuating the building.
- Do not attempt to go back in and fight the fire.
- Do not attempt to go back in if any children or adults are not accounted for.

Our fire marshals for Perins Pre-School are:

- Michelle Osman – Manager
- Kirsty Rowland – Deputy Manager – currently on MAT leave
- Jemma Warwick – Mat Leave Deputy
- Natalia Biggs – Practitioner
- Abbie Breed – Practitioner
- Ella Dennis – Apprentice

Legal framework

- Protection of Children Act (1999)
- Regulation Reform (fire safety order) 2005

Further guidance

Fire Safety Risk Assessment - Educational Premises (HMG 2006)

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| This policy was adopted by | Perins Pre-school |
| On | 26 th November 2024 |
| Date to be reviewed | 26 th November 2025 |
| Signed on behalf of the provider | <i>Michelle Osman</i> |
| Name of signatory | Michelle Osman |
| Role of signatory (e.g. chair, director or owner) | Pre-School Manager |