

1.3 Fire Safety, Evacuation and Emergency Closure Policy

Policy statement

At Perins Pre-School, we are fully committed to ensuring the safety and well-being of all children, staff and visitors in the event of a fire or emergency. We recognise our responsibility to provide a secure environment and to respond promptly, calmly, and effectively to any situation that may require evacuation or temporary closure.

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

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.

Procedure

- The basis of fire safety is risk assessment. These are carried out by a 'competent person'.
- 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.

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. Staff must not make the children wait and hold hands.
- The assembly point where all the children and adults should meet for pre-school is the lower playground.
- The named fire wardens for the pre-school should check the building to make sure that everyone has exited the building. A fire warden will gather the evacuation bag, radio, and all registers.
- Staff must do a head count of the children before and after the children have exited via a fire exit.
- A role call must be taken to ensure all parties are accounted for- children, staff, school staff, visitors, students, and volunteers.
- A 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.
- A fire warden 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 in a timely manner that does not compromise staff to child ratios.
- 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.

Assembly Point is the lower playground. After 4 pm, the assembly point is the carpark by the blue container. Fire exit routes are via the main front door or via the back door and out the garden gate.

Emergency Closure

An emergency closure is an unforeseen event which may threaten the daily running of Perins Pre-School. Perins Pre-School will endeavour to remain open, however, any decision to close the pre-school will be made by the manager and CEO of Vita Mult Academy Trust, unless otherwise advised to the Local Authority.

In adverse weather conditions, Perins Pre-School, will only close if:

- ✓ Weather conditions make it hazardous for staff and parents/carers to travel
- ✓ There is limited or no access to the pre-school due to bad weather such as snow
- ✓ Any of the local schools and pre-schools have been advised to close
- ✓ National outbreak of infection/ health pandemic.

In the event of an emergency closure being necessary during the normal opening hours of the pre-school, then the first action that Perins Pre-School will take will be to ensure the safety of the children, parents, carers, staff, visitors, and volunteers. For any emergency closures during opening hours, the manager on duty will contact the parents/carers and advise them to collect their child. For any emergency closures outside of normal opening hours, the pre-school will contact parents/carers through email, telephone, social media and tapestry to prevent families from arriving. If any families do arrive at pre-school, they will be accommodated if they are unable to return home immediately, assuming the nature of the emergency makes this possible, for example due to heavy snow fall.

Pandemic

The pre-school has hand washing facilities for children and staff. The children are encouraged to wash their hands throughout the day and talk about good hygiene practices. If a child become ill whilst in our care, we will follow official government health guidance to prevent the spread of any diseases.

As an EYE provider, Perins Pre-School has an emergency plan in place to deal with any incident where the health and safety of the children, parents/carers, and staff are at risk – see out critical incident policy.

Legal framework

Protection of Children Act (1999)

Regulation Reform (fire safety order) 2005

This policy was adopted on

10th April 2026

Date to be reviewed

10th April 2027

Signed on behalf of the provider

Michelle Osman

Role of signatory (e.g. chair, director or owner)

Pre-School Manager