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. Where necessary we seek the advice of a competent person, such as our Fire Officer, or Fire Safety Consultant.

Procedures

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- The Fire Warden (Maggie Davidovitz/Suzanne Galvin) have received training in fire safety sufficient to be competent to carry out the risk assessment; this will be written where there are more than five staff and will follow the Government guidance Fire Safety Risk Assessment - Educational Premises (HMG 2006).
- 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 doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire fighting appliances conform to BS EN 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 six weeks.
- Records are kept of fire drills and of the servicing of fire safety equipment.

Emergency evacuation procedure

Our Emergency Evacuation procedure is clearly displayed around the setting and all staff are aware of the steps to be followed in case of an emergency. Staff and children are aware of the procedures for practice drills including:

- How children are familiar with the sound of the fire alarm (whistle). One loud long blow!
- How the children, staff and parents know where the fire exits are.
- How children are led from the building to the assembly point.
- How children will be accounted for and who by.
- How long it takes to get the children out safely.
- 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:

- The 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.

In the event of an emergency evacuation and where we are unable to re-enter the building the following procedures will be followed:

The children will be taken on the safest route out of the building. The key will be kept in the fire safety glass box at the door. We will exit the building via the front doors and go to the furthest end of the car park (right hand corner). Emergency services will be called as soon as is safe to do so. Rather than the children standing out in the car park awaiting parents they will be taken to our place of safety which is St Catherine of Siena school. Once safely out of the building we will contact the school who will send staff to help us in the transition from the pre-school to the school. Parents/Carers will be contacted once we are safely out of the building.

This Policy was Reviewed and Updated in March 2026