



## 8.5 Fire safety and emergency evacuation

### **Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment**

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency, and must have an emergency evacuation procedure.

#### **8.5.1 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.

#### **8.5.2 Procedures**

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- As the premises are rented, 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 term.
- Records are kept of fire drills.

#### Emergency evacuation procedure

- The staff member blows three short sharp bursts on the whistle.
- Children are to stop their activity and listen to instructions.
- The member of staff exiting through Bugs Room collects the register\* and mobile phone from the counter.
- Children indoors are assembled at the nearest fire exit door and led with their member of staff onto the field with the remainder of Long Lane Primary School children.

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## SAFETY AND SUITABILITY OF PREMISES, ENVIRONMENT AND EQUIPMENT

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- Children playing in the garden are assembled at the fire exit gate and led onto the field to join other pre-school children and Long Lane Primary School.
- It is the responsibility of staff indoors to check the cloakroom area and toilets.
- All Staff, children, parent helper and visitors leave the building and meet at the Assembly Point on the field with Long Lane Primary School.
- A head count is taken of children and adults.
- **DO NOT** stop to collect personal belongings.
- **DO NOT** re-enter the building.

*\*The register is always completed at the beginning of every session and any changes recorded immediately.*

- Children may be worried or upset and may need plenty of reassurance.

#### 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.

#### Emergency Evacuation procedure from the outside area into the building

We take every care to ensure that the premises are secure, however if there should be a perceived threat from outside, the Lock Down policy adopted by Long Lane Primary School shall be followed. In addition, the following may occur -

- The staff member on duty outside blows one long continuous burst on the whistle, attracting the attention of the staff inside.
- A member of staff will go outside to assist the staff member in the garden area.
- Children are to stop their activity and listen to instructions.
- Children are escorted into the building.
- Staff must check climbing frame and the concrete play area to the front of the building are clear.
- Assemble on the main carpet.
- Check all entry points to the building are secure.
- A head count is taken of children and adults.
- **DO NOT** stop to collect personal belongings.
- Children may be worried or upset and may need plenty of reassurance.

# Purley Pre-School Policies & Procedures

## SAFETY AND SUITABILITY OF PREMISES, ENVIRONMENT AND EQUIPMENT

### 8.5 Fire Safety and Emergency Evacuation

#### Legal framework

- Regulatory Reform (Fire Safety) Order 2005

#### Further guidance

- Fire Safety Risk Assessment - Educational Premises (HMG 2006)

#### This Policy should be read in conjunction with the following policies

- Long Lane Lock Down Policy
- Long Lane Fire Safety Policy

This policy was adopted at a meeting of Purley Pre School Committee

This policy was reviewed and updated on 28<sup>th</sup> August 2017 (date)

Signed on behalf of the provider



Name of signatory

Alison Turner

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

Supervisor