



## Fire Safety & Emergency Evacuation Policy

### Statement of Intent

At Nettlestead and Wateringbury Pre-school we believe that children's safety is of paramount importance. We ensure that our premises present no risk of fire by ensuring the highest possible standard of fire precautions. Staff are familiar with the current legal requirements and where necessary, we seek the advice of a competent person, such as a Fire Officer or a Fire Safety Consultant.

### Fire Safety

The basis of fire safety is risk assessment. This risk assessment will be written where there is more than five members of staff employed and will follow the Government Guidance Fire Safety Risk Assessment – Educational Premises (HMG 2006). Risk assessments are carried out by the settings responsible person who has been deemed competent. No training is necessary but may be considered if needed.

- 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.
- The fire detection system is checked regularly by staff, and the setting have a maintenance contract with an appropriate fire safety company.

Our fire safety risk assessment focuses on the following for each area of the setting:

- Electrical plugs, wires and sockets.
- Electrical items.
- Gas boilers.
- Cookers.
- Matches.
- Flammable materials – including furniture, furnishings, paper etc.
- Flammable chemicals.

- Means of escape.
- Anything else identified.

### **Emergency Evacuation Procedure**

- Our emergency evacuation procedures are clearly displayed on the premises, are explained to all new members of staff, volunteers and parents and are practised regularly, at least once every term.
- Records are kept of all fire drills and of the servicing of fire safety equipment.
- Children are introduced to the sound of the fire alarm through regular fire drills.
- Children, staff and parents are introduced to the emergency exits through regular fire drills.
- In case of an emergency, a member of staff inside the building will call all children and lead them through the nearest emergency exit to the assembly point, taking the register, visitors book, information relating to the staff and children, any medication belonging to children or staff, and emergency contact details with her, along with the mobile phone.
- Any children in the toilets must be called back immediately, if it is safe to do so, and led to the assembly point with the other children.
- If there are children in the outside area, staff will call all these children and lead them to the assembly point via the gate.
- The supervisor will take the register to ensure that all children are accounted for and check that all staff and visitors are also accounted for. Length of emergency drill is recorded on the register, along with the time-of-day drill was carried out.
- Under no circumstances should anyone return to a burning or dangerous building to search for anyone unaccounted for. The emergency services should be informed immediately if they need to search for anyone.

In the event of a fire, a member of staff to call the emergency services, while the register is being taken. The priority is to evacuate everyone safely and to keep children calm. Parents would be called as soon as possible to collect their children, using the contact list brought out with the register. Please ensure you keep your contact details up to date with the setting. At all times, staff will follow the advice of the emergency services.

**Update: 22.04.2022** – In the event that the emergency services advise the setting that we cannot re-enter the building, the children will be walked down to the local Watlington Primary school, where parents can collect their children from the school hall. Consent for this action has been gained from the School Head Teacher Debbie Johnson.

### **Fire Drill Record**

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

### Legal Framework

Regulatory Reform (Fire Safety) Order 2005

This policy was adopted at a meeting of

NWPS

Held on

Date to be reviewed

May 2024

Signed on behalf of the provider

Name of signatory

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

Chair