



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

### 8.3 Fire Safety and Evacuation

#### Policy Statement

We ensure the highest possible standard of fire precautions are in place in order to provide a safe environment for children, parents, staff and visitors.

#### Procedures

##### Roles

- The Pre-School Manager, Deputy and Leads are the designated fire marshals and make sure the Pre-School premises are compliant with fire safety regulations, including following any major changes or alterations to the premises.
- Where necessary the designated fire marshals seek advice from the local fire station.
- The designated fire marshals ensure the fire safety policy and any related procedures and risk assessments are specific to our building, making reasonable adjustments as required.
- The designated fire marshals have overall responsibility for the evacuation procedure and fire drills.
- The designated fire marshals have responsibility for maintaining the Fire Safety Log Book, which is used to record the findings of risk assessment, any actions taken or incidents that have occurred and our fire drills.

#### *Fire safety risk assessment and checks*

- The fire safety risk assessment is carried out by a 'competent person'.
- The designated fire marshals have received training in fire safety sufficient to be competent to carry out the risk assessment.
- The fire safety risk assessment focuses on the following areas:
  - Electrical plugs, wires and sockets

## Ladybird Forest Pre-School

- Electrical items
  - Gas boilers
  - Cookers
  - Matches
  - Flammable materials - including furniture, furnishings, paper etc.
  - Flammable chemicals
  - Means of escape
  - Anything else identified
- As well as a fire risk assessment the following checks are carried out at the timescales specified:

Area	Who checks	How often	Location
Escape route/fire exits (all fire exits must be clearly identifiable)	Management	Daily	All rooms
Fire extinguishers and blankets	Management	Daily	Bumblebee / Caterpillar / Kitchen
Evacuation pack	Management	After every fire drill	Office
Smoke/heat alarms	Management	Weekly	Every Room
Fire alarms	Management	Weekly	Every Room
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	Management	Daily	Every Room



## Ladybird Forest Pre-School

### *Fire safety precautions taken*

- The Pre-School operates a strict no-smoking policy.
- An accurate record of all staff and children present in the building must always be 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.
- We ensure that fire doors are clearly marked, never obstructed and easily opened from the inside.
- We ensure that 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.
- We have all electrical equipment checked annually by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced.
- 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 a term.
- Records are kept of fire drills and the servicing of fire safety equipment.

### *Emergency evacuation procedure*

Evacuating safely in the event of an emergency (e.g. discovering a fire)

- Staff will:
  - raise the alarm by breaking the alarm glass.
  - immediately evacuate the building under guidance from the fire marshal(s)
  - close all doors behind them wherever possible.
  - **NOT** stop to collect personal belongings on evacuating the building.
  - **NOT** attempt to go back in and fight the fire.



## Ladybird Forest Pre-School

- using the nearest accessible exit, lead the children out and assemble at the *First entrance gate at Ladybird Forest Pre-School* and count all children and staff followed by taking a register.
- **NOT** attempt to go back in if any children or adults who are not accounted for.
- Staff and children then move to Russell Lower School or the Methodist Church. One fire marshal will remain at the entrance gate to greet the emergency services.
- Unaccounted persons will be reported to the fire service/police.
- A fire marshal will contact parents to report the incident and request collection of children at the earliest possible opportunity.

If unable to evacuate safely:

- Staff will:
  - stay where they are safe.
  - keep the children calm and together.
  - wherever possible alert the Manager of their location and the identity of the children and other adults with them.

Fire Marshals are to:

- Pick up the children's register, staff register, mobile phone, keys, visitor book, Emergency Black Folder (containing emergency contacts list), and fire bag/evacuation pack (containing nappies, wipes, and blankets).
- Telephone emergency services: dial 999 and ask for the fire service.
- In the fire assembly point area - *First entrance gate at Ladybird Forest Pre-School*, count the children followed by checking the children against the register.
- Account for all adults: staff and visitors.
- Contact Parents using the Emergency telephone if it is unsafe to return to the building.
- Advise the fire service of anyone missing and possible locations and respond to any other questions they may have.



# Ladybird Forest Pre-School

## **Fire drills**

We hold fire drills termly or when a significant change occurs, e.g. a large intake of children or a new member of staff joins the Pre-School. We record the following information about each fire drill in the Fire Safety Log Book:

- The date and time of the drill. These drills will occur at different times of the day and on different days to ensure evacuations are possible under different circumstances and where possible all children and staff participate in the rehearsals.
- Number of adults and children involved.
- How long it took to evacuate.
- 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

## **Further guidance:**

- Fire Safety Risk Assessment - Educational Premises (HMG 2006)
- Fire Safety Record (Pre-school Learning Alliance 2015)

## **Relevant Ladybird policies:**

- 1.2 Safeguarding Children and Child Protection
- 1.6 Missing Child
- 1.7 Online Safety (incl. CCTV, Cameras, Mobile Phones and Smart Devices)
- 8.1 Health and Safety



## Ladybird Forest Pre-School

<b>This policy was reviewed by</b>	Amanda Sanders - Pre-School Manager Victoria Grimes - Admin Manager Rebecca McGough - Chair
<b>Date of review</b>	13 <sup>th</sup> January 2024
<b>Date for next review</b>	13 <sup>th</sup> January 2025
<b>Chair's signature</b>	