

8.5 Fire safety and emergency evacuation

Policy statement

We minimise fire risk 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. A Fire Safety Log Book is used to record the findings of risk assessment, any actions taken or incidents that have occurred and our fire drills. As Crick Pre-School is located at Crick Primary School, we follow their Fire Safety procedures outlined below and contribute to their reviews.

Procedures

Fire safety risk assessment

- The basis of fire safety is risk assessment. These are carried out by a 'competent person' and will be written where there are more than five staff. This will follow the guidance as set out in the *Fire Safety Risk Assessment – Educational Premises* document.
- Crick Pre-School is located at Crick Primary School. We have a copy of the fire safety risk assessment that applies to the building and contribute to regular reviews.

Fire safety precautions taken

- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Fire alarms are sited throughout the School with the location of fire alarm bells and fire alarm extinguishers shown in the fire safety management book. The alarms are tested regularly by the School and the results recorded in the fire logbook by the School Site Supervisor.
- 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.
- All electrical equipment checked annually by a qualified electrician (as arranged by the school). Any faulty electrical equipment is taken out of use and either repaired or replaced.
- Our emergency evacuation procedures are approved by the Primary School Fire Safety Officer and are:
 - clearly displayed in the premises;
 - explained to new members of staff, volunteers and parents; and
 - practised regularly, three times a year currently in line with Primary School procedures.
- Records are kept of fire drills and the servicing of fire safety equipment.



Emergency evacuation procedure

Details of action to be taken on discovering a fire are posted in prominent positions throughout the school buildings. These are:

- The person discovering the fire should immediately activate the alarm and notify a responsible person.
- The fire alarm will sound continuously
- Children follow the lead of an adult remaining calm at all times.
- A member of Pre-School staff will collect the register, Pre-School phone and do the final check of the designated area of the Pre-School building. The Pre-School staff should ensure doors (and windows if possible, if open in summer) are closed behind them.
- The children exit the building calmly and quickly.
- If the Pre-School staff and children are using another area of the School (outside their dedicated area), the staff lead the children in an orderly manner to the nearest exit. The Pre-School staff will take the register, phone and a mini first-aid kit with them when taking every child in the setting to other areas of the School. If staff just take a small group of children to use another area of the school only a mini first aid kit is taken.
- The assembly point is the **School's playing field**. Here the register is checked, for both Pre-School staff and children and the Headteacher is informed of Pre-School's safe evacuation.
- The Headteacher will make the decision to go back into the School if anyone is missing.
- A responsible person such as the Headteacher or Office Manager must immediately contact the fire brigade by telephone.
- Parents will be contacted by telephone in the event of a real fire.
- The Fire service access route is down the school drive from the Main Road.

Fire drills will be held regularly, at least three times a year, both for staff and pupils. When the alarm sounds, the assumption should be that it is a real fire and that evacuation should take place as quickly as possible.

After a fire evacuation or drill, the following information is then recorded and shared with the School:

- How well the children responded
- Which fire exit is used
- How children are led from the building to the assembly point.
- How long it takes to get the children out safely.

The fire drill record book must contain:

- Date and time of the drill.
- Number of adults and children involved
- How long it took to evacuate.
- Which fire exit was used
- 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)

This policy was adopted at a meeting of

Crick Pre-School

Held on

18th March 2020

Last reviewed

17th March 2021

Date to be reviewed

March 2022

Signed on behalf of the management committee

Name of signatory

Clare Thompson

Role of signatory (e.g. chair/owner)

Chair

Other useful Pre-school Learning Alliance publications

Fire Safety Record (2015)