



Ladybirds Preschool Fire Safety & Emergency Evacuation Policy

(Revised 4th November 2024)

Working in conjunction with the Early Years Foundation Stage Statutory Framework (EYFS).

Quality and Consistency.

A Secure Foundation.

Partnership Working.

Equality of Opportunity.

Unique Child Positive Partnerships Enabling Environment Learning and Developing

Introduction

Ladybirds Preschool ensure the highest possible standard of fire precautions are in place. The person in charge and our 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 assessments, any actions taken or incidents that have occurred and our fire drills. Downloadable Fire Safety Log Books are widely available free of charge on line. We ensure our policy is in line with the procedures specific to our building, making reasonable adjustments as required.

Procedures

Fire safety risk assessment

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- The manager has 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).
- Our fire safety risk assessment focuses on the following for each area of the setting:
 - Electrical plugs, wires and sockets.
 - Electrical items.
 - Cookers.
 - Matches.
 - Flammable materials – including furniture, furnishings, paper etc.
 - Flammable chemicals.
 - Means of escape.

- Anything else identified.

▪ 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 safety precautions taken

▪ We ensure that fire doors are clearly marked, never obstructed and easily opened from the inside.

▪ We ensure that smoke detectors/alarms and firefighting 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 every six weeks.

▪ Records are kept of fire drills and of the servicing of fire safety equipment.

Emergency evacuation procedure

In the event of a Fire or other occasion when full evacuation is needed the following procedure will take place.

On hearing the fire whistle, the children and adults in the setting will line up in the garden.

If it is unsafe to line up in the garden then we will line up in the grounds behind the garden.

The staff will head count to ensure all children and adults are present.

Check the toilets before we leave the preschool building.

Preschool manager or Health & Safety Officer will ensure that they have the register, emergency file and mobile phone.

The children will be led by one adult (one adult at the rear and other adults at regular intervals along the line) to the field, where a register will be taken to again ensure that all present have been evacuated.

If the fire alarm sounds when we are in the hall we will follow the above procedure – but exiting the preschool via the patio doors to the end of the garden or exiting through the front hall door that leads to the car park, dependant on where the fire is located, then to the assembly point.

The Manager (or person in charge) will report to the chair of the committee of the preschool to advise them that Preschool has been successfully evacuated.

The Early Manager/Deputy or Health & Safety Officer will call the Fire Brigade. The Manager/Early Years Deputy will also contact the committee chair (or their Deputy) to advise them of the situation.

If it is necessary to evacuate the premises entirely the Preschool will move to Church grounds opposite.

To cross the road safely two staff members will stop the traffic with the other staff members leading the children safely across the road.

Staff members will ensure the children walk safely and sensibly to the church.

Once at the church staff will again ensure that all children are present.

Staff will maintain contact with the committee chair to establish whether it is safe to return to the preschool.

If it is not safe to return staff will contact each child's parent, explain the situation and ask that they collect their child direct from the church grounds.

At least 2 members of staff will remain until all children have been collected.

Fire drills

We hold fire drills termly and record the following information about each fire drill in the Fire Safety Log Book:

- The date and time of the drill.
- 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)

Other Related Policies & Procedures

The following policies provide additional information regarding the safeguarding and welfare of the children in our care:

- *Adverse Weather Policy*
- *Children's Rights & Entitlement Policy*
- *Committee Policy*
- *Confidentiality & Client Access Policy*
- *Critical Incident Policy*
- *Emergency Closure Policy*
- *Employment & Staffing Policy*
- *GDPR Policy*
- *Health & Safety Policy*
- *Infection Control Policy*
- *Information Sharing Policy*
- *LADO Policy*
- *Lockdown Policy*
- *Operational Plan*
- *Organisation Policy*
- *Parent Involvement Policy*
- *Physical Environment Policy*
- *Prevent & British Values Policy*
- *Provider Records Policy*
- *Recording & Reporting of Accidents & Incidents Policy*
- *Risk Assessment Policy*
- *Safeguarding Policy*
- *Security Policy*
- *Special Education Needs & Inclusion Policy*
- *Uncollected or Lost Children Policy*
- *Usage, Storage & Retention Policy*

This policy will be monitored and evaluated at committee meetings. It will be reviewed bi-annually and unless new legislation or an incident occurs which requires an immediate review of this policy

November 2024

Review Date: November 2026

This policy was adopted by the committee on 05/11/2024

Signed: Jean De Garis _____

Reviewed Date:

Signature:

Amendments:

Reviewed Date:

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