



Theydon Bois Pre-School Group

8.5 Fire Safety and Emergency Evacuation

Policy Statement

The staff at Theydon Bois Preschool believe that safety of the children in our care is of importance and as such make sure the setting is as safe as possible for them. We ensure that the premises present no risk of fire by ensuring the highest standard of fire precautions. Where necessary we seek the advice of a competent person, such as a Fire Officer or Fire Safety Consultant.

Procedures

Fire Safety Duties:

The following persons have fire safety responsibilities –

Caretaker - will ensure that the premises is safe, and all fire safety equipment is regularly tested and conforms to BESN standards and meets the requirements of the Regulatory Reform (Fire Safety) 2005.

Where we rent the premises, we will ensure that we have a copy of the fire risk safety risk assessment that applies to the building, and we contribute to regular reviews.

Manager - has received training in fire safety sufficient to be a competent person to carry out a risk assessment; this will follow the Government guidance Fire Safety Risk Assessment – Educational Premises (HMG 2006).

Will ensure there is a Fire Safety Risk Assessment, and that preventive and protective measures are in place.

Will ensure that regular fire drills are carried out throughout the school year.

Staff - will actively ensure that the means of escape in the hall and outside play area is never obstructed or blocked.

Will take charge of the children to ensure they evacuate the building in an emergency.

All members of staff -

Will be provided with clear and relevant information on the risks to them identified by the fire risk assessment, about the measures to be taken to prevent fires and how these measures will protect them if a fire breaks out.

Volunteers and Visitors

Will be advised of the evacuation procedure and where to locate the relevant fire doors.

What training employees need and the arrangements for ensuring that this is given.

- Fire drills will be held every half term.
- The emergency procedure will be shared with staff, including the induction of new staff.

Arrangements for evacuation of people with special needs.

- Any people with special needs that require support on evacuating the building will have a PEP. (Personal evacuation plan).
- Visitors to the school are required to inform the school of any special requirements before they arrive.

Fire Drills

Our fire drill record book contains the following information:

- The date and time the drill took place.
- How long it took.
- Number of adults and children involved.
- Whether there were any problems that delayed the evacuation.
- Any further actions taken to improve the drill procedure.

Preschools Emergency Plan.

Designated responsibilities.	Manager to allocate jobs when the alarm is sounded.
Sound alarm by the exit door.	One member off staff stands at the exit door and rings a bell and count the children leaving the building. Another member of staff to receive children, outside.
Building checks.	One member of staff to close the kitchen shutter, check everyone has evacuated each room close the doors and windows. Unlock the front door and shut the outside front door.
Manager collects:	Register Contact details for children and staff. Mobile phone Keys.
Inside and outside	Remainder of staff assist children/visitors. Open padlock – key code (field gate - main exit). Call Emergency services 999
Collection by parents/carers	Sports field via Avenue Road.

How people will be warned of a fire or emergency evacuation.

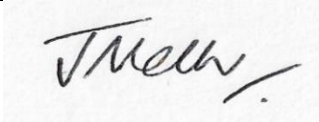
In event of a fire the fire alarm will sound. A member of staff will also ring a bell at the fire exit to be used.

How the evacuation should be carried out.

1. Raise the alarm by ringing the bell by the designated fire exit and count the children leaving the building.
 2. Supervisor to delegate jobs.
 3. Person to check everyone has vacated building. Unlock front door and close the outside door. Make sure all windows, doors and kitchen shutter are closed. Closing exit door when sure everyone has left the building.
 4. Children to assemble by the iron gates at back then in the field or the railings in the front of the building. When safe to do so call register.
 5. Person to unlock main double gates using code and call **emergency services 999/Gas 0800 111 999**
if there is a gas leak -turn off gas (located front of building).
 6. Notify Fire Service location of fire and any special risks and if there are any missing persons.
 7. The Caretaker should be notified.
 8. Do not return to the building until authorised and the front door has been locked.
 9. If unable to return to the building – children, staff and guests should proceed to the sports field behind Preschool, holding hands whilst moving through the car park. **Where parents/carers will be contacted to collect via Avenue Road.**
 10. **One member of staff to stand at the bottom of road to help with diverting traffic etc.**
- **Staff should only attempt to fight a fire if they can do so without risk to themselves or other and they have been fully trained to use the relevant fire extinguisher.**
 - **Never open doors if you suspect there may be a fire behind it.**
 - **Do not collect personal belongings.**
 - **Under no circumstances should anyone attempts to re-enter the building until told to do so by the Manager or Fire Officer where relevant.**

Legal Framework

- Regulatory Reform (fire Safety) Order 2005.

This policy was adopted by:	Theydon Bois Preschool Group
Date:	January 2024
Signed on behalf of provider:	
Name of signatory:	James Mellor
Role of signatory:	Committee Member
Date to be reviewed:	January 2025