



# Fire Safety and Emergency Evacuation

Written by: Phern Beale

Date: June 2014

Review date: June 2020

Reviewed and Amended : (June 2020) Wendy Precious

Next review date: June 2021, June 2022

Reviewed and Amended: March 2022 (Simone Pattison)

Next review date: March 2023

## Policy Statement

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The Manager and staff are familiar with the current legal requirements.

## Procedures

The fire risk assessments are carried out by the manager or deputy manager once per term or when major changes have been made on the premises. The results of the assessments are conveyed to the management committee.

Mulberry Pre-School rents its premises and will endeavour to have a copy of the fire safety risk assessment that applies to the building and contribute to regular reviews.

Fire doors are clearly marked, never obstructed and easily opened from the inside.

Smoke detectors/alarms and firefighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.

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

The fire exits are clearly marked, staff and students are made aware during the induction process, and visitors including parents/carers are made aware when they sign in.

All staff and students read the policies during the induction process.

All staff complete an online Fire safety training every three years.

- The muster point is the grass area opposite the Pre-school.

Our emergency evacuation procedures are approved by the Fire Safety Officer and are:

- explained to new members of staff, volunteers and parents; and
- practiced at least once every half term.

## Emergency evacuation procedures

- On hearing the fire alarm the staff will calmly take the children they are with, out through the nearest fire exit to the muster point; no toys or personal belongings are to be collected and taken.
- The manager or deputy manager (in the manager's absence) will assign a member of staff to call 999.
- The deputy manager or Lead Practitioner is responsible for ensuring all students or visitors leave the building and grounds of the Pre-School.
- The deputy manager or Lead Practitioner will collect the register, the evacuation bag and the Pre-school's mobile phone as they leave the building.
- The manager or deputy manager (in the manager's absence) is the last person to leave the building and must check the toilet areas, stores, kitchen and office if it is safe to do so.
- Once the muster point is reached the deputy manager or Lead Practitioner will call the register. If all children, staff members, students and volunteers are all accounted for, the Manager will be informed immediately.
- **Under no circumstances must anyone re-enter the building until they are told it is safe to do so.**
- If told by the fire brigade it is safe to re-enter the building the manager or deputy manager will ask the staff to calmly walk a small group of children back into the Pre-school. The manager or deputy manager will contact the parents/carers to explain the situation.
- Should the fire brigade state the building is unsafe for return, staff members will take the children to the army welfare centre (next door to the Pre-school) to await collection. The manager or deputy manager will contact parents/cares using the contact list attached to the register to collect their child.

## Fire drill procedures

Follow the procedures above **removing** the following:

- Call 999
- Call parents/carers to collect their child

The manager or deputy manager will complete the fire drill record with the following information:

- Date and time of the drill
- How long the drill took
- Reason for fire drill practice
- Any issues with the evacuation
- Action taken to improve the drill

## Legal framework

The Regulatory Reform (Fire Safety) Order 2005  
Health and Safety at work Act 1974

## Guidance

Fire safety risk assessment: educational premises - GOV.UK  
Health and Safety Executive - Fire safety

This policy was adopted at a committee meeting held on \_\_\_\_\_

Chairperson to sign and date \_\_\_\_\_

Chairperson (print name) \_\_\_\_\_

Manager to sign and date \_\_\_\_\_

Manager (print name) \_\_\_\_\_