



# Fire Safety and Emergency Evacuation Policy

Author: Michelle Hughes  
Reviewed by: Leanne Moriarty  
Date reviewed: 20/06/2023

## Introduction to Brookside Pre-school's policy on Fire Safety and Emergency Evacuation

Brookside Pre-school recognises that children's health and safety is paramount. We ensure our premises present a low risk of fire by ensuring a high standard of fire precautions.

Our fire safety and evacuation procedure take guidance from Fire Safety Risk Assessment - Educational Premises (HMG 2006).

### 1. Fire safety procedure

- The basis of fire safety is risk assessment. Our fire safety risk assessment determines the chances of a fire starting and the dangers from fire our premises present for the people who use them and any person in the immediate vicinity. The fire safety risk assessment is ongoing and should be reviewed fully on an annual basis.
- Our daily health and safety risk assessment includes fire safety. This is carried out by a member of staff who is competent to carry out these duties and has received appropriate training.
- Fire doors are clearly marked, never obstructed, and easily opened from the inside.
- Firefighting appliances conform to BSEN standards, are fitted in appropriate areas of the building, and are inspected annually.
- As we rent our premises, we will ensure that we have a copy of the fire safety inspections that apply to the building. Any issues raised will be discussed with the building manager and if necessary, will be added to our fire safety risk assessment.
- All staff complete fire safety training as part of their induction training.
- Any fire hazards observed by staff or those identified during daily risk assessments must be reported immediately to the management team. Staff must remove those hazards if reasonably practicable to do so. If staff cannot remove the hazards, they need to take reasonable steps to reduce them.

## 2. Emergency Evacuation procedure

Our emergency evacuation procedures are regularly practised and explained to all new members of staff and volunteers. Records are kept of all fire drills/evacuations and of the servicing of fire safety equipment.

Children are introduced to the sound of the fire/smoke alarm and emergency exists through regular fire drills which are carried out at least once per half term. Fire drills are timed and recorded. Comments are made about any issues or hazards during fire drills, steps are then taken to remove the hazard or a plan is agreed to avoid this happening again in the future.

- In case of an emergency, the member of staff inside the building will ring the fire/emergency bell to call all children in the pre-school room together to line up immediately.
- Staff will lead them through the nearest emergency exit to the assembly point in the outdoor area, taking the register, mobile phone, and emergency contact details with them.
- Any children in the toilets will be called back immediately and led out to the assembly point with the other children.
- Children and staff should not collect coats, bags, and shoes, they must focus on leaving the building as quickly and safely as possible.
- If there are children in the outside area, staff must call all children to line up at the assembly point outside.
- Under no circumstances should anyone return to a burning or dangerous building to search for anyone unaccounted for. The emergency services will be informed immediately if they need to search for anyone.
- In the event of a fire, we will follow fire drill procedures and a member of staff will call the emergency services, while the register is being taken. The priority is to evacuate everyone safely and to keep children calm.
- Management will wait for an 'all clear' to be given by the emergency services before allowing anyone to re-enter the building.
- Where re-entry is not possible, we have agreed with Gatley Primary School to use their school hall whilst parents are contacted, and arrangements are made with parents/carers for children to be collected.

We recognise Emergencies are not always necessarily fires, this same procedure would be carried out for all other emergencies which the Manager/Deputy Manager or the Emergency services felt was necessary.

For example

- A suspected Gas leak.
- Upon noticing that the building has become unsafe and poses immediate risk to children and adults.
- If a serious accident has occurred which could be disturbing for the children to witness.
- In the event of a flood or power cut which we are unable to resolve in a timely manner.

It is our legal duty to report major incidents, serious accidents or injuries and events that might affect the smooth running of the pre-school to Ofsted within 14 days.