



# Ladybirds Pre-School



## Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency and must have an emergency evacuation procedure.

## Fire safety and emergency evacuation

### Policy statement

We ensure the highest possible standard of fire precautions are in place. Where necessary we seek the advice of a competent person. A Fire Safety Logbook is used to record the findings of risk assessment, any actions taken or incidents that have occurred and our fire drills.

### Procedures

#### *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*

1. The person discovering the hazard should raise the alarm by blowing 3 long blows on a whistle, whilst holding their arm in the air. A second person may need to repeat this if persons further down the building have not heard the whistle.
2. The fire warden will collect the register and visitors' book from the hallway if it is safe to do so.
3. Staff must ensure that all children and adults leave the building using the nearest exit and the fire warden will check all areas



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4. The fire warden will call the emergency services using the pre-school mobile telephone
5. The first adult out of the door should take the headcount notice from the door with them.
6. Staff will lead the children out of the pre-school grounds and round to the grassy area at the front of the pre-school and congregate under the oak tree.
7. As soon as all persons are congregated under the tree, the register will be called, and all persons counted by the fire warden
8. If a child or adult is missing, then the manager or fire warden will check the building as soon as it is safe to do so
9. Everyone should wait at the designated area until it is advised that it is safe to return by the emergency services.
10. In the event of it being too unsafe to return to the building the manager or fire warden will contact all parents and advise them to collect their children as soon as possible

## Outdoor Emergency situation procedure

1. The person discovering the hazard outside should raise the alarm by blowing continuous short bursts on a whistle whilst holding their arm in the air.
2. Staff must ensure that all children are escorted back inside the building and sit down for a head count
3. The top area person will check the outside area is clear of adults and children before closing the double doors, ensuring they are fully secure. They will then join the rest of the group
4. The manager will call the emergency services if necessary
5. If necessary, the staff will then evacuate the children via the cloakroom
6. Everyone should remain inside until it is advised it is safe to leave by either the manager or the emergency services.



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## 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)

This policy was adopted by Ladybirds Pre School *(name of provider)*

On 26<sup>th</sup> November 2020 *(date)*

Signed on behalf of the provider

Name of signatory Gerard O'Neill

Role of signatory (e.g. chair, director or owner) Trustee