



Hambledon Youth Hut  
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## **8.5 Fire safety and emergency evacuation**

### **Policy statement**

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The person in charge and 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.

### **Procedures**

- 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).
- 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 doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire fighting appliances conform to BS EN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.

## Hambledon Pre-School

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

- 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.

#### **Fire safety precautions taken:**

- The Pre-school is a designated 'No Smoking' area and has notices to this effect at both entry doors and inside the building.
- The electricity supply can be turned off on the wall, by the meter.
- 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.

#### ***Emergency evacuation procedure see attached***

Practice drills will form part of the routines of the setting to enable:

- How children are familiar with the sound of the whistle.
- How the children, staff and parents know where the fire exits are.
- How children are led from the building to the assembly point.
- How children will be accounted for and by whom.
- How long it takes to get the children out safely.
- Who calls the emergency services, and when, in the event of a real fire.
- How parents are contacted.

**Fire drills:** We hold fire drills half termly and record the following information about each fire drill in the Fire Safety Log Book/Fire Drill Record 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

## Hambledon Pre-School

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

- Fire Safety Risk Assessment - Educational Premises (HMG 2006 Other useful Pre-school Learning Alliance publications)
- Fire Safety Record (2015)

#### Emergency evacuation procedures

- The children are familiar with the sound of the fire whistle as this is activated for every drill.
- Drills are planned to ensure all children will be present during a fire drill as far as possible at least once every three months (this can be difficult due to children attending different sessions and being off with illness etc).
- There are only two exit doors on the building, both are fire exits. Fire exit signs are clearly displayed informing adults and children. The children are also briefed on the fire exits as part of the evacuation procedure.
- Staff should be aware of the number of children and adults on the premises at all times.
- The person discovering the fire should report it immediately to the most senior member of staff on 'indoor' duty. They will quickly assess the situation, collect the daily and general registers from the fire board situated near the double door exit and together with any additional adults organise the evacuation of the building
- All children and adults are called over and gathered together and lead out through the side gate. If this is not accessible or safe, the exit door leading into the front parking area should be used instead.
- The toilets are checked and the door closed. The indoor area is checked, all doors and windows are closed.
- A quick head count is completed in the outdoor garden area.
- Senior Indoor and Outdoor staff members lead all children and adults to the main assembly point which is the outside park opposite via the safest route

The Manager (or deputy in their absence) counts all children and visitors and marks them off against the register. If anyone is missing a member of staff

stays with the children whilst another member goes back to building to find the missing person but only if it is safe to do so.

- It should take approximately 2 minutes to get the children out of the building and to the assembly point.
- Once everyone is safely accounted for, the supervisor will delegate a staff member to call the Fire Brigade from the mobile phone/phone
- The children will be taken to the Village hall pending collection. Parents will be contacted by a member of staff by using the emergency contacts that contains the contact details for all the children.
- Adults and children should not stop to collect coats, toys, handbags or other valuables.

**The fire drill record book must contain:**

- Date and time of the drill.
- How long it took.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.
- Number of Adults and Children involved

**PEEP – Personal emergency evacuation plan (children)**

Where a child has additional needs and therefore needs higher levels of support in an evacuation of the premises a PEEP form will be completed by Manager or Deputy and regularly reviewed.