

Fire Safety and Emergency Evacuation Policy



The purpose of this policy is to outline the procedures in place to protect children, staff, and other persons from harm to their health, safety, and welfare through the minimising of risks arising in the setting.

This policy should be read in conjunction with the Health and Safety Policy, Risk Management Policy and The Health and safety File contents. The Gull Coppice Plan (Community Centre) should also be followed in the event of a local emergency or when instructed to by the designated to via the cascade system.

Whiteley Preschool will ensure, so far as is reasonably practicable, that the risk from fire will be managed in compliance with the Fire Precautions Act 1971, the Fire Precautions (Workplace) Regulations 1997, The Management of Health and Safety at Work Regulations 1999, The Regulatory Reform (Fire Safety) Order 2005 and other appropriate regulations.

Management of fire risks will be undertaken in such a way as to prevent injury or ill-health to employees, children, visitors, contractors, and others who may be affected by the activities of the organisation. Our priority is to minimise the risk to life and to reduce injury. This is achieved by maintaining the physical fire safety integrity of the preschool through ensuring staff, pupils, and visitors do not add to the fire risk and through the safe evacuation of the building if a fire breaks out. The fire safety policy, procedures, and risk assessments at Whiteley preschool are designed to help our community to respond calmly and effectively if fire breaks out in the building.

Whiteley preschool will:

- Ensure compliance with all relevant legislation.
- Ensure effective liaison with the local fire authority where appropriate.
- Undertake suitable and sufficient fire risk assessments of all premises and activities within premises.
- Identify and implement reasonably practicable control measures to control risks from fire.
- Conduct termly fire evacuation drills and regular testing of emergency equipment.
- Regular fire safety inspections are carried out.

Responsibilities:

- The managers will ensure the appropriate policies, procedures and audits are in place and reviewed from time to time.
- The managers will ensure that these policies and procedures are implemented and adhered to on a sustainable basis in their strategic responsibility.
- The managers will ensure that an appropriate system for carrying out fire risk assessments is in place.
- The managers will ensure that action plans, fire precautions and evacuation procedures, resulting from fire risk assessments, are implemented and control measures for controlling the risk from fire are maintained. Evacuation drills are to be varied and take account of the time of the day and potential escape routes being blocked etc.
- Employees, visitors, contractors, and others will ensure they participate as requested in the fire risk assessment process and will ensure they comply with the arrangements made to control risks from fire hazards.

- Assessments will be recorded on the preschool fire risk assessment documentation.

Briefing New Staff

All our new staff (teaching and non-teaching alike) are given a briefing on the preschool's emergency evacuation procedures on their first day at Whiteley Preschool. We show them where the emergency exits, and escape routes are located and walk with them to the outside assembly point. Fire action notices are displayed on the walls of all rooms and in all corridors, and we make certain that everyone knows what they look like, and where they should go on hearing the fire alarm. All new staff are shown how to activate the fire alarms if they see or smell a fire. The safe evacuation of everyone - staff and children alike, is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety.

Visitors and Contractors

All visitors and contractors are required to sign in on arrival to the setting, where they are issued with a visitor's badge, which should always be worn. They are made aware of the emergency evacuation notice. When large numbers of visitors are at the preschool for open days, events, etc a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

Responsibilities of staff

Preschool staff are responsible for escorting their pupils safely out of the building in a calm and orderly fashion. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the manager on duty and the community centre manager. It is the responsibility of the manager to ensure that this information is passed to the Fire and Emergency services as soon as they arrive. On no account should anyone return to a burning building.

Fire Drills

We hold at least one fire practice every term at Whiteley Preschool. This combined with a programme of inducting new staff with emergency escape procedures helps to ensure that the school can be safely evacuated in the event of a fire.

Fire Prevention Measures

We have the following fire prevention measures in place at Whiteley Preschool:

- Escape Routes and Emergency Exits, fire notices and evacuation signs are displayed
- Fire extinguishers (of the appropriate type), smoke/heat detectors, fire hoses are located in every building in accordance with the recommendations of our professional advisors. They can be manually activated by breaking a glass panel and are automatically activated when smoke/heat builds up.
- All passages and emergency exits are illuminated by emergency lighting.
- Alarms sound in all parts of the building.
- Keeping fire routes and exits clear.
- Regular portable appliance testing takes place.

Policy adopted on: 09th July 2014

Reviewed on 24th April 2023 Signed.....Chairperson