

## **Fire Safety and Emergency Evacuation Policy**

### **Policy Statement**

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. All 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. These are carried out by a 'competent person'.
- ↻ The Preschool Manager has received training in fire safety sufficient to be competent to carry out risk assessment; this will be written where there are more than five staff. This will follow the guidance as set out in the *Fire Safety Risk Assessment – Educational Premises* document.
- ↻ Our fire safety risk assessment focuses on the following for each area of the setting:
  - Electrical plugs, wires and sockets.
  - Electrical items.
  - Cookers.
  - Matches.
  - Flammable materials – including furniture, furnishings, paper etc.
  - Flammable chemicals.
  - Means of escape.
  - Anything else identified.
- ↻ We have all electrical equipment checked regularly by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced.
- ↻ We ensure sockets are covered where practical
- ↻ We will apply to the owners of the building for a copy of the fire safety risk assessment that applies to the building and ask 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 BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- ↻ 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 each term.
- ↻ Records are kept of fire drills and the servicing of fire safety equipment.

### ***Emergency evacuation procedure***

Blow the whistle to raise the alarm. When the alarm is sounded, the children are immediately called to attention and asked to stop what they are doing, fingers on lips and assemble in a line by the exit door. This is practiced so that children learn to come immediately when asked.

A Pre-School Assistant at the session then opens the safest door away from any fire hazard. Children are then told to leave the building via this safest exit and assemble in the lower school playground. This is either through the main entrance / exit door OR through the rear fire door, via the outdoor play area and exit via the side gate. A Pre-School Assistant will lead the way and a second Assistant will be at the rear of the evacuating group to ensure a walking pace is maintained and that children remain together. Any child using the toilet will be with a Pre-School Assistant and will be immediately clothed and escorted from the building with the main child evacuation party. Once at the fire assembly point a basic head count of those present will be taken. If the number is less than it should be the Session Leader shall be alerted but under no circumstance should anyone re-enter a burning building to inform her.

Meanwhile, The Session Pre-School Leader's collects the register, contact file, emergency rucksack and Group mobile phone. She then undertakes a check of the inside of the building for any remaining children and staff. Any children still in the toilet with an assistant that may have been slightly delaying are immediately removed from the building. There is not time for a child to be allowed to complete their toileting. The only exit from the toilet area is through the entrance area, a fire spreading to this area while a child finishes their business on the toilet would effectively trap them. We can apologise to parents / carers for their children having soiled clothing, burn injuries are life changing.

If any windows and doors can be safely closed whilst the Pre-School Leader makes their exit this is done but it is not essential. Do not lock any doors. The Pre-School Leader then checks the outside play area for remaining children. If the path to the rear fire door is safe to use this door is their way of escape, through the outdoor play area and away via the side gate. If the rear fire door is blocked then the outdoor play area is checked by leaving the building through the main entrance / exit and walking around to the side gate to effect entry.

The Session Preschool Leader is the last to leave the building. They will then inform the School office of the situation. If anyone is missing from the initial head count and is still unaccounted for by the Session Leader after her checks this must be stated. The Session Preschool Leader will be responsible for calling the emergency services 999 using either the Pre-School phone or requesting use of the School office landline. School need to be informed should the fire potentially spread. The Emergency services will be told the Setting Address: "Pickering Pre-School Playgroup,

## Pickering Pre-School Playgroup

Pickering Community Infant & Nursery School, Ruffa Lane, Pickering, North Yorkshire. YO18 7AT. Contact Number 07507 180 257, details of the fire and their name and if anyone is unaccounted for“.

Once the office visit and dialling 999 is complete the Session Leader will return to the main evacuated party at the fire assembly point for a further head count. On arrival of the Fire Service arrive the Session Leader will make themselves known when required. If common sense dictates that the assembled party move for safety reasons, or by the request of school staff or emergency personnel this is done.

Evacuation practices are held regularly, at least once per term, so that children remember the procedures and to ensure that new children joining the group have an understanding of what is expected of them in the event of a need to evacuate.

If the Pre-School Leader / Manager is not at work, the Session Deputy will take their responsibilities.

No personal belongings should be collected during the evacuation.

If fire breaks out during outside play, no-one should re-enter the burning building under any circumstances. Staff members will guide all children to the side exit gate to walk on the grass around to the front of the Pre-School building to assemble in the lower playground for registration. While the emergency rucksack and equipment is a vital aspect to the fire evacuation process the personal health of everyone involved far outweighs this rucksack being collected in a perilous situation. Staff must request the use of the School office telephone and their fire safety equipment.

The fire drill record book must contain:

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

The contents of the Emergency Rucksack will require checking for degradation and also expiry dates of first aid items on a frequent basis. A check of the contents of the Emergency Rucksack and the first aid kit will occur after each evacuation drill, this will be recorded and any damaged or out of date goods replaced immediately. As a practice emergency evacuation will occur at least once a term this should ensure the emergency items remain in good and usable condition.

### **SEE ALSO – INVACUATION POLICY**

**Legal framework Regulatory** Reform (Fire Safety) Order 2005, [www.opsi.gov.uk/si/si2005/20051541.htm](http://www.opsi.gov.uk/si/si2005/20051541.htm)

**Further guidance** *Fire Safety Risk Assessment - Educational Premises (HMG 2006)* [www.communities.gov.uk/publications/fire/firesafetyrisk6](http://www.communities.gov.uk/publications/fire/firesafetyrisk6)

**This policy was adopted at a meeting of Pickering Pre-School Playgroup held on 31<sup>st</sup> August 2023.**

**Date to be reviewed – Before end of August 2024.**

**Signed on behalf of the management committee**

**Name of signatory – Richard Allenby (Chairperson).**

<b>Emergency Evacuation Plan for:</b>	<b>Pickering Pre-School Playgroup</b>
Setting Address:	Pickering Pre-School Playgroup, Pickering Community Infant & Nursery School, Ruffa Lane, Pickering, North Yorkshire. YO18 7AT
Contact Number:	07507 180 257
Plan date:	31 / 08 / 2023
Review date:	31 / 08 / 2025

### Sound of the alarm

The sound of the alarm will be:

A whistle for the Pre-School building – located on the notice board in entrance.

A continuous warning siren from within the main school building.

Other: Pickering Community Infant & Nursery School will also contact us if necessary.

### Raising the alarm

In the event of a fire beginning in the Pre-School building:

- If the fire is discovered by a staff member or a visitor notifies a staff member of a fire, the alarm will be raised: by commencing whistle warning (short sharp blasts). Then dialling 999 “Fire Service” and contacting the School Office immediately after the building is clear.
- If fire is detected by automatic detectors this will trigger the fire alarm and siren.

### Action staff should take on hearing the alarm

The following actions will be taken upon the fire alarm being sounded / raised:

- The Manager / Pre-School Leader will take charge and lead the fire evacuation.
- The Manager / Pre-School Leader will pick up register, parent contacts, group telephone and the emergency rucksack.
- Staff will commence evacuation of the building – ensuring this is done in a calm and orderly manner. Children lead away and into the lower school playground to line up against the fence at practiced location. Children will be requested to have fingers on lips at all times. Basic head count of those present taken.
- Manager / Leader will check toilets for remaining persons, then check outside play area and will be last to leave, closing any doors and windows that can be done safely on route. They will inform the School office and Dial 999 to request attendance by the Fire Service. To give their name, name of building and address (as detailed above), contact number and details of the fire. State whether there are any missing persons. Manager will then re-join evacuated party at assembly area.
- Meet at assembly area and check all children and staff members are accounted for, headcount only.
- Obey advice and instructions from Fire Service. **Do not** re-enter the building until being informed it is safe to do so by the Fire Service. Remember **“Get out, Stay out, call the Fire Service out”**.
- In the event of not being able to return to the Pre-School building the children will take shelter where safe as directed by the Fire Service or school staff until parents have been contacted and begun collection.

### Escape routes

The escape routes from the Pre-School building (as on plan overleaf) are:

- The main door to the building and away through gate.
- The rear fire escape door of the building, leading through outside play area and onto the grass.

**Fire Assembly Point**

The assembly point is: The agreed and practiced location in **lower playground behind the Pre-School building.**

**Fighting fires – Extinguisher use**

Fire extinguishers will only be used where:

- Staff have received training and feel confident in their use.
- Where it is deemed safe to do so. I.e. there is a clear means of escape, fire is small.

**Personal safety takes priority and, if in doubt, staff should not attempt to extinguish a fire.**

**Equipment needed to effect the Emergency Plan**

- Register
- Parent contacts
- Group telephone
- Emergency rucksack.

The emergency rucksack have its contents checked for degradation and expiry dates of items every term and will contain: first aid kit, foil blankets, nappies, wipes, whistle, contact-details sheet, copy of this sheet.

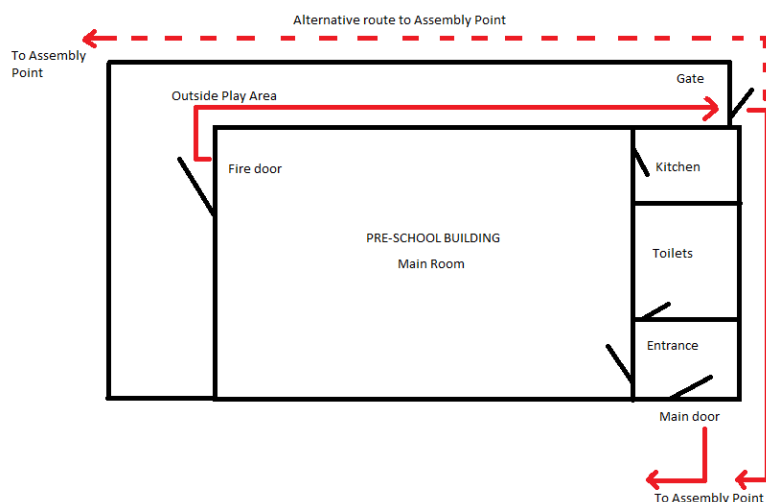
**Variations to the plan**

Staff to use common sense in the event of the lower school playground being dangerous or any route to get there being blocked. Alternative route would use grass behind Pre-School outside area hedge to access school field. Relocate to safety elsewhere with the main school and if asked to relocate by school staff or emergency service personnel for any other reason.

**Back-up arrangements**

If the automatic fire alarm fails to work the whistle shall be blown.

**Evacuation Diagram**



<b>Responsibilities</b>	
For ensuring plan is up to date	Manager & Chairperson
For ensuring adequate staff are on duty to carry out plan	Manager & Chairperson
For training staff on the evacuation plan and in their roles and responsibilities.	Manager & Chairperson