



Fire safety and emergency evacuation policy

This policy was adopted by the Kingswood Pre-School Group on 07/02/2019

Policy review date: 25/02/2022

Signed:----- Date:-----

(Hayley Roberts – Chairperson of Kingswood Pre-School Group)

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

Policy statement

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The manager and staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as the Fire Officer from Kingswood Village Hall Management Committee.

EYFS key commitments

Safety and suitability of premises, environment and equipment – 3.55

Risk assessment – 3.64

Procedures

The basis of fire safety is risk assessment. Our named Health and Safety person, Sarah Lapwood, has received Health and Safety, and Fire Safety training. As we are in rented premises we will ensure that we have a copy of the fire safety risk assessment that applies to the building.

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

Our emergency evacuation procedures are:

- Clearly displayed in the premises;
- Explained to new members of staff, volunteers and parents.
- Practised regularly, at least once every six weeks.
- Records are kept of fire drills and the servicing of fire safety equipment is undertaken by the owner of the building; Kingswood Village Hall Management Committee.
- 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.

Emergency evacuation procedure

On observing smoke/fire the situation will be assessed and if it is necessary to evacuate the Village Hall the following procedure will be used:

- Blow whistle to alert children, staff and any others.
- The Deputy Manager (Health and Safety person) collects the emergency mobile phone box, attendance register and visitors book.
- Katherine Ross (manager) collect red contact box and evacuation bag. Evacuate the building using a named route and line up where directed.
- Suyati MacCarthy will check all areas of the premises (such as toilets) are clear before joining the others outside. If the whole group are outside for an activity, the mobile phone, attendance register and visitors book will be taken outside also.
- The Manager or Deputy Manager dials 999 or ensures that the emergency services have been notified.
- The attendance register and visitors book will be used to ensure that everyone is out of the building.
- Wait for the all clear to be given before allowing anyone to re-enter the building.
- Where re-entry is not possible, the preschool staff will walk the children to Kingswood Primary school, Cayser Drive, where the children will await collection from their parents/ carers.
- In this instance all preschool staff will begin to contact their key children's parents/carers using their personal mobile phones. The caller id will be switch off to withhold their personal mobile number.

COVID -19 Amendments

Emergency evacuation procedures during key globe working

On observing smoke/fire the situation will be assessed and if it is necessary to evacuate the Village Hall the following procedure will be used:

- Blow whistle to alert children, staff and any others.
- In a multi-globe situation, each globe leader to gather their children together, count them & exit the building using the nearest, safe fire exit.
- Manager in this instance will do a final sweep of premises & collect evacuation bag when exiting the building
- Globe leader who is closest to the kitchen area will collect red box & mobile phone before leaving the building.
- Globe leaders & their children to remain 2m away from other globes while awaiting further instructions.
- The Manager collects; preschool mobile phone, attendance register & red emergency contact box
- Manager to lead the children from the building ideally though the garden area.
- Other staff member to check all areas of the premises (toilets & Parker room) before leaving the building & collect evacuation bag
- Check attendance register
- Manager to call 999 or ensure emergency services have been notified then contact Preschool & village hall chairs if necessary
- Wait for the all clear to be given before allowing anyone to re-enter the building.
- Where re-entry is not possible, staff and children will wait by the bench opposite the building and until collection by parents
- Manager to begin to contact parents to collect children.
- Other member of staff to keep children calm and settled till parents arrive.
- During multi globe working the manager & any floating staff be contact parents if necessary. Globe leaders to remain with their globe at a 2m distance for any other globe.