



Fire Evacuation

Policy Statement

We carry out a daily fire risk assessment, as part of our daily risk assessment, to ensure our premises present no risk of fire and ensuring the highest possible standard of fire precautions. All staff are familiar with the current legal requirements and training has been provided. In the unlikely event of a fire the procedure below should be followed.

Daily Fire Assessment Procedures

- The basis of fire safety is risk assessment. These are carried out daily by a member of staff on a morning rota basis.
- As the setting is based in Riverside Primary School, we have a copy of their fire procedure for our building on display and staff are asked to familiarise themselves with this.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- All visitors to the setting are advised of the fire evacuation procedure on arrival.
- Smoke detectors/alarms conform to BSEN standards, are fitted in appropriate areas of the building and are checked as specified by the manufacturer (Riverside primary schools responsibility)
- Our emergency evacuation procedures are approved by the Riverside Primary school and are: - clearly displayed on the premises; - explained to new members of staff, volunteers and parents; and - practised regularly in line with the Riverside Primary School policy.
- Records are kept of all fire drills and evacuations, which take place.
- Any children who are identified as having SEN will be noted on the attendance sheet so a one to one can be allocated.

Fire in the Preschool Setting

- If there is a Fire in the preschool area a staff member should set off the alarm, alerting the site manager who will confirm that the school office will call 999. Alarms are found by the exit doors in both the classroom and garden room.

Emergency evacuation procedure

- When the fire alarm is sounded, all staff and children must leave the setting immediately.

Classroom Procedure

- The closest member of staff to the exit door, should stand here, ring the classroom bells continuously to alert the staff and children in the garden that the fire alarm is sounding in case they are unable to hear it. They must instruct all children in the classroom to go outside carefully and line up outside on the line between the path and the grass front of them.
- The staff member should remove the setting attendance number sheet from the wall (behind managers desk) the emergency bag, register, phone and take this with them. All other staff members in the classroom are to assist the children in lining up outside
- Staff members in the garden to ensure children stop what they are doing immediately and all children from both rooms, line up together in one line on the grass area near the classroom and wooden exit gate (not blocking the classroom door) unless instructed otherwise.
- The deputy/third in charge from both rooms should collate the numbers on attendance sheets to quickly total number on site.
- The manager/deputy manager or the last member of staff in the room to check the toilet area and ensure that the classroom is free of children and staff. They should be the last person to leave the classroom, they must take the hook off the internal door and should shut the fire door when exiting.
- Once it is felt that all able children and staff are lined up the 3rd in charge/Fire lead will lead the line of children to the fire assembly point in the school field. Staff who are not allocated a child should spread themselves evenly along the line to assist children staying together in the line.

Garden Room Procedure

- Children in garden room to be instructed to line up at the exit door. The setting attendance numbers displayed on the wall by the door should be taken by member of staff ready to be handed over to manager/deputy as above.
- The garden room register should be taken with the staff and children when leaving the classroom, this should be done by the garden room leader or if not in the room, the last member of staff to leave.
- Last staff member to leave the room should ensure that the room is cleared of any children.
- Staff member to lead the children across the garden to join the rest of the children in the setting lining up to exit the garden by the wooden gate.

- Any children from the garden room who are in the garden, will be instructed to line up in the garden together with the children from the classroom.

Procedure to be followed by classroom/garden room/garden children and staff

- Children and staff will walk safely to the designated fire assembly point in school field following the path around the building.
- A headcount of children leaving the garden should be completed.
- Manager/Deputy is to complete a final sweep of the garden and confirm with staff from other room that all buildings are cleared.
- Once at the assembly point a new headcount should be completed for both children and staff. A full register of children and staff should be taken.
- Only when a senior member of staff from Riverside Primary School, or a person from the emergency services advises it is safe to return to the classroom will we do so.
- Once all children and staff have returned to the preschool garden a headcount will be conducted before entering the buildings. If the number does not match the attendance sheets a full register must be taken
- Children will always remain with staff. (Parents must not take children unless manager is informed).

Procedure for child with mobility issues

- At the beginning of each session any child identified as having mobility issues will be highlighted on our attendance sheet.
- The child with mobility issues will be assigned a one to one – usually this will be their keyworker.

If unable to return to the building

- If advised that we are unable to re-enter the building, parents/carers will be contacted via telephone to collect their children.

Fire is an unpredictable event and due to the circumstances there maybe cause for us to adjust these procedures. It is every member of staff's responsibility to ensure the safety of children and adults in the event of a fire. Common sense should be used in all circumstances.

After the Event

Parents will be advised if there has been a fire evacuation/drill as the situation may have been upsetting or concerning for the children. It is vital that staff and adults remain calm in the situation to enable us to reassure the children.

This policy was adopted at a meeting of ..The Hullbridge Preschool..... (name of setting)

Held on (date)

Date to be reviewed date

Signed by

Name of Signatory

Role of Signatory (ie manager) ...Manager.....