



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 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 in 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.

Fire in the Preschool Setting

- If there is a Fire in the preschool area a member of staff should set off the alarm, which will alert the school office to 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 incase they are unable to hear it. They must instruct all children in the classroom to line up in front of them. They should remove the setting attendance number sheet from the wall (behind managers desk) and take this with them. All other staff members in the classroom to assist the children to line up.
- 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 children in the classroom should be then led to join the line already formed in the garden, if there are children outside when the alarm sounds. If not, then a line should be started on the grass area outside the classroom near the wooden exit gate.
- The deputy/third in charge from both rooms should collate the numbers in attendance sheets to quickly total number on site.
- The manager/deputy manager (whoever is in the classroom) is 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.
- The manager/deputy manager will collect the register, mobile phone and emergency bag on the way out of the classroom.

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 should be completed on leaving the preschool garden by the deputy/third in charge at the preschool gate of all children and staff in the setting, including children and staff from the garden room, garden and classroom.
- Total number of headcount should be confirmed with the manager/deputy once completed final sweep of the setting
- Setting attendance number sheets from the classroom and garden room should be passed to the manager/deputy
- The manager/deputy will complete a headcount again once on the school field and only complete the register if there is a discrepancy. Staff members should also be accounted for in the headcount.
- 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.
- Children will always remain with staff. (Parents must not take children unless manager is informed).

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.....