



## Health and safety - 5.3 Fire safety and emergency evacuation policy

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### Policy Statement

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The person in charge and 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.

### Risk Assessments

The basis of fire safety is risk assessment. These are carried out by a 'competent person' and reviewed regularly. In addition to Starlings Preschools' own risk assessment, we refer to the Manor Field Infant School Risk Assessment document. Our representative at Manor Field Infant School is Rachel Skinner who contributes to their risk assessment and also ensures the schools responsibilities under Fire Safety Regulations are fulfilled and regular inspections take place.

### Precautionary procedures

Fire doors are kept clear.



Our emergency evacuation procedures are displayed and explained to visitors and new members of staff.

Practice evacuations are carried out regularly, in line with Manor Field Infant School and are recorded and assessed for effectiveness.

Electrical equipment is inspected regularly and disposed of if damaged.

### **Emergency Procedures**

If the manual or automatic fire alarm sounds, the emergency services are called immediately.

Staff are responsible for assisting children to exit the building, not visitors or parents.

Staff and children exit through the nearest fire exit.

Staff are aware that the doors are too heavy for pre-school children to open unaided.

Adults and children do not re-enter the building or collect possessions.

Children evacuate the building holding hands in a line with adults in accordance with statutory ratios. Children with additional developmental or behaviour needs are supported as required, being carried if necessary.

Adults, children and visitors - if you are in the Star room, please follow the exit in the Butterfly room. Both rooms will leave and go through the gate and follow the path under the window area. If the fire is near the windows, please follow the alternative route and down the stairs at the bottom of the garden area and follow up to the top of the playground and assemble on the grass area beyond the wooden playground.

If you are in the Caterpillar room, please leave via the exit door at the top left-hand side of the room. Again, follow up and assemble on the grass area beyond the wood playground.

The manager will be responsible for collecting the visitor log and evacuation kit and for checking the toilets and all rooms. Where there are two registers, staff responsible for their own register and the admissions room information folders.

Where we exit by the garden gates, this will need to be unlocked. The pins will need to be removed. The children are unable to do this.

The register is called in on the field. Children and adults are registered and counted.

Where it is necessary to contact parents to collect children, the contact details can be accessed by Lesley Rust via the teachers to parents website and the admission folders.

Children are signed out on collection.

We only re-enter the building when advised it is safe to do so by the emergency services.



**Evacuation kit**

This should contain:

Mobile phone.

Emergency medication (named) and record.

Disposable gloves.

First aid kit.

Emergency silver blankets.

Contact details Lesley Rust and Sharon Jupp.

**Legal Framework and guidance**

<https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises>

[Regulatory Reform \(Fire Safety\) Order 2005](#)

This policy was adopted by Starlings Preschool

On 6<sup>th</sup> September 2021

Date to be reviewed

Signed on behalf of the management committee

Name of signatory Tricia Hunt

Role of signatory Chairperson