Froxfield Pre-School Fire Safety & Emergency Evacuation

Policy statement

We ensure the highest possible standard of fire precautions are in place. The Head Teacher and Pre-School Manager are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as the school Fire Safety Officer, Melody Fry. A Fire Safety Log Book is used to record the findings of risk assessment, any actions taken or incidents that have occurred and our fire drills.

Procedures

Fire safety risk assessment

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- The Pre-School Manager received training in fire safety sufficient to be competent to carry out the risk assessment; this will follow the Government guidance Fire Safety Risk Assessment - Educational Premises (HMG 2006).
  - The fire safety risk assessment focuses on the following for each area of the setting:
  - Electrical plugs, wires and sockets.
  - Electrical items.
  - Gas boilers.
  - Cookers.
  - Matches.
  - Flammable materials – including furniture, furnishings, paper etc.
  - Flammable chemicals.
  - Means of escape.
  - Anything else identified.
- As we rent premises, we will ensure that we have a copy of the fire safety risk assessment that applies to the building and that we contribute to regular reviews.

Fire safety precautions taken

- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire fighting appliances conform to BS EN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Electrical equipment is checked annually by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced.

- Emergency evacuation procedures are approved by the Fire Safety Officer and are:
  - clearly displayed in the premises;
  - explained to new staff, volunteers and parents; and
  - practised regularly, at least once every six weeks.
- Records are kept of fire drills and of the servicing of fire safety equipment.

Emergency evacuation procedure

When the pre-school is open a mobile phone and hand bell will be on site. The hand bell will be kept inside the hall on the table by the kitchen serving hatch. The staff will have the register of children present with them in the main hall. Each morning, the Pre-School Manager will ensure that all fire exits are clear.

In the event of a fire, the hand bell will be rung. Children and adults will evacuate the building via the fire exit **opposite** the front porch entrance in the main hall. Children will be led through the small fenced area onto the field and will assemble on the grassy area just in front of the hedge by the school's back gate. If children are in the small hall or toilets, they will leave by the fire exit opposite the small hall. Sleeping children will be woken by a member of staff and evacuated via the closest fire exit, along with the other children from that area. Children with additional needs will have a Personal Emergency Evacuation Plan in place, which staff will be familiar with.

The member of staff from the main hall will take the register with them.

A member of staff will carry out a sweep of the main hall, corridor and toilets, whilst the other staff member ensures that all children are present. Once all children are accounted for, an adult will phone the school office to alert staff of the situation, and seek further help if it is thought to be necessary. Staff from the school office will be responsible for calling the Fire Service. They will also be responsible for informing parents.

Children will either wait at the hedge or be escorted onto the school premises via the back entrance – to keep them away from potential danger in the village hall.

If a fire breaks out in front of the fire exit, the same procedures as above will apply, with the exception of the children being led out of the village hall via the main front porch entrance. They will then be assembled on the field as above.

New staff and visitors will have a fire safety induction and will be shown the fire exits and briefed on the evacuation procedures. How children are led from the building to the assembly point.

Fire drills

We hold fire drills termly and record the following information about each fire drill in the Fire Safety Log Book:

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

Legal framework

- Regulatory Reform (Fire Safety) Order 2005

Further guidance

- Fire Safety Risk Assessment - Educational Premises **(HMG 2006)**
- **Fire Safety Record**

This policy was adopted by	Froxfield Pre-School
On	5th May 2026
Date to be reviewed	May 2027
Signed on behalf of the provider	
Name of signatory	Mrs Vickie Farrow
Role of signatory (e.g. chair, director or owner)	Headteacher