The Fledgelings Preschool
www.fledgelingspreschool.co.uk

2. Fire Safety

2.1. Fire Safety and Emergency Evacuation

Policy statement

The Fledgelings Preschool is a suitable, clean, and safe place for children to be cared for, where they can grow and learn. We meet all statutory requirements about fire safety and fulfil the criteria for meeting the relevant Early Years Foundation Stage Safeguarding and Welfare Requirements.

Objectives

- We recognise that we have a corporate responsibility and a duty of care for those who work in and receive a service from our provision, but individual employees and service users also have a responsibility to ensure their own safety as well as that of others. Risk assessment is the key means through which this is achieved.
- We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions.
- A 'Responsible Person' is designated to be accountable for overseeing that the provision is compliant with fire safety laws and regulations.
- A fire safety risk assessment is regularly carried out by the 'Responsible Person' in accordance with the Regulatory Reform (Fire Safety) Order 2005.
- A Fire Safety Log is used to record any actions taken or incidents that have occurred and our fire drills.
- We ensure our policy is in line with the procedures specific to our building, making reasonable adjustments as required.
- Personal Emergency Evacuation Plans (PEEPs) for those who cannot evacuate the building without additional support are implemented and understood by all staff members. Necessary equipment, such as fire extinguishers, fire blankets, and functioning fire detection systems, are in place, and regularly maintained, to promote fire safety.

Designated Responsible Person is: Kyleigh Nicholls

Procedures

Fire safety risk assessment

- The basis of fire safety is risk assessment, carried out by the 'Responsible Person'.

- The manager has received training in fire safety sufficient to be competent to carry out the risk assessment; this will follow the guidance as set out in the Government guidance Fire Safety Risk Assessment - Educational Premises (HMG 2006).
- Our setting will ensure that they have a copy of the fire safety risk assessment that applies to the building and that they contribute to regular reviews.

- Fire risk assessments are reviewed at least annually, but sooner if any new or significant risks are identified within the service.

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 BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- The building trustees have all portable electrical equipment checked every two years by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
  - clearly displayed in the premises;
  - explained to new members of staff, volunteers and parents; and
  - practiced regularly at least once per term; records are kept of fire drills and the servicing of fire safety equipment.

Emergency evacuation procedure

In the event of a fire or other emergency requiring evacuation of the building:

- The fire alarm is raised to alert everyone of the fire.
- If evacuation cannot be made down the stairs, the designated suitable person in the upstairs room will retrieve the emergency phone stored in the agreed place and call the emergency services.
- The 'responsible' person will check where the fire is.
- Children and staff will join hands in a line and be led out through the nearest appropriate fire exit.
- All staff and children will meet on the hard standing outside the main gate of Mildmay Primary School.
- The 'responsible' person will make a final check of the toilets and make their way over to the meeting place.
- The Manager/Administrator will call the Fire Service, check all the rooms in the building, ensuring all doors are closed.
- They will take the children's register and children's records, the staff and visitors' signing in book and the keys.
- Once they have checked again that all staff and children have left the building, the Manager/Administrator will make their way over to the meeting place.
- A register of all staff and children will be taken.
- No one should return to the building before the Fire Service has deemed it safe to do so.

Fire drill procedure

- Fire evacuation drills (to include emergency evacuation procedures and lock down) are held at least termly. Occasionally, fire evacuation drills using alternative routes are practiced ensuring the building can still be evacuated quickly, but safely.
- The children, staff and parents are made aware of the fire exits as part of the induction process.
- The emergency evacuation procedures detailed above are followed.
- Following a drill, all details will be recorded in the Fire Drill Log and evaluated to ensure good practice. The Fire Drill Log contains:
    - Date and time of the drill
    - The location of the fire
    - How long it took
    - Whether there were any problems that delayed evacuation
    - Any further action taken to improve the drill procedure
- After the drill, the plastic disk must be replaced in the fire alarm with alarm key 30 in the key box.

Legal framework

Regulatory Reform (Fire Safety) Order 2005
Electricity at Work Regulations (1989)
Early years foundation stage (EYFS)

This policy was reviewed by	The Fledgelings Preschool
On	October 2026
Date to be reviewed	October 2027
Name of signatory	Ann Goodall
Role of signatory	Committee Member