



Lavenham Pre-School
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Fire Safety and Emergency Evacuation Policy

Policy statement

We ensure the highest possible standard of fire precautions are in place. The Preschool Manager and our 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. A Fire Safety Logbook is used to record the findings of risk assessment, 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.

Procedures

Fire safety risk assessment

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- Where 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

- We ensure that fire doors are clearly marked, never obstructed and easily opened from the inside.
- We ensure that 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.
- We have all electrical equipment checked annually 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
 - practised regularly, at least once every term.
- Records are kept of fire drills and of the servicing of fire safety equipment.

Emergency evacuation procedure

Every setting is different and the evacuation procedure will be suitable for each setting. It must cover procedures for practice drills including:

- How children are familiar with the sound of the fire alarm.
- How the children, staff and parents know where the fire exits are.
- How children are led from the building to the assembly point.
- How children will be accounted for and who by.
- How long it takes to get the children out safely.
- Who calls the emergency services, and when, in the event of a real fire.
- How parents are contacted.

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.

Fire Drill Evacuation Practice

*A practise fire drill will be held once every half a term.

*A whistle will be used for consistency to alert the children & staff that a fire drill is taking place, in the event of a real fire the main fire alarm will sound.

*All staff, students, visitors & parents will be made known of where the emergency fire exist are, these are maintained & checked regularly, being all illuminated & clear from any obstruction.

Drill:

A whistle will be blown to announce a practice fire drill, in the event of a real fire the main fire alarms will sound.

The Manager, Deputy or senior practitioner (person in charge that day), will gather the following on leaving the building– register, emergency bag & preschool mobile phone. In the case of a real fire, call 999 & ask for the fire brigade.

Children will calmly be directed by the safest route, depending on the location of the fire, to the assembly point by all staff, organised by the Manager, Deputy Manager or the most senior practitioner on site. Children will be encouraged to walk & then sit with staff at the assembly point.

The children will be counted & checked against the register to ensure all are present.

The staff, students & visitors will also be checked, to ensure all persons are counted for.

During the drill the dedicated Fire Officer will check all areas of the preschool; main room, children's toilets, garden (including sheds & playhouses) kitchen, staff toilets, store room, office & staff room, before exiting the building to join the assembly point.

In the case of a real fire, all parents/ carers will be contacted by the Manager, Deputy or senior practitioner to come & collect their children with immediate effect.

No persons are to re-enter the building after the practise drill until the designated fire officer has said it is safe to.

In the event of a real fire no person is to re-enter the building until the fire brigade say it is safe too.

Legal framework

- Regulatory Reform (Fire Safety) Order 2005

Further guidance

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

Other useful Pre-school Learning Alliance publications

■ Fire Safety Record (2015)

This policy was adopted by Lavenham Preschool *(name of provider)*

On February 2026 *(date)*

Date to be reviewed February 2027 *(date)*

Signed on behalf of the provider



Name of signatory Roy Mawford

Role of signatory (e.g. chair, director or owner) Chair of Trustees