

**Nazeing Pre-School, c/o Nazeing Primary School, Hyde Mead, Nazeing. EN9 2HS**

**Fire safety and Emergency Evacuation**

**Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment**

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency, and must have an emergency evacuation procedure.

**Policy statement**

We ensure the highest possible standard of fire precautions are in place. The person in charge and our staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as a Fire Safety Consultant. A Fire Safety Record Book 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’.
* The health and safety officer has received training in fire safety sufficient to be competent to carry out the risk assessment; this will be written where there are more than five staff and will follow the Government guidance Fire Safety Risk Assessment - Educational Premises (HMG 2006).
* Our fire safety risk assessment focuses on the following for each area of the setting:
* Electrical plugs, wires and sockets.
* Electrical items.
* Gas boilers.
* Matches.
* Flammable materials – including furniture, furnishings, paper etc.
* Flammable chemicals.
* Means of escape.
* Anything else identified.
* 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 do 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:
* 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 in Pre-School; and Nazeing Primary School keep a record of the servicing of fire safety equipment.

*Emergency evacuation procedure*

Nazeing Pre-School emergency evacuation procedure starts with the sound of the fire alarm. The fire alarm is above the door adjoining to Nazeing Primary School. When this sounds the children and staff are aware to immediately evacuate the Pre-School, using the closet fire exit; this is predominantly our front door. As children are led from the classroom by a member of staff they then line up at our evacuation point in the playground of the School. If a child and staff are in the back room of the Pre-School and it is not safe to exit via the front door they will leave Pre-School through the adjoining door to Nazeing Primary School and exit via the closet fire exit, joining the rest of the Pre-School at out designated evacuation point. If children and staff are accessing an outdoor space or our Rainbow garden we will use the walkie talkies to communicate the need for an emergency evacuation, where they will follow the closest fire exit route and join us again at the Pre-School evacuation point. If a member of staff identifies an emergency and needs to raise the alarm and are outside the building they will use the walkie talkies to communicate with staff inside the building who can the raise the alarm for the whole School.

The Manager or Deputy will have collected a mobile phone and an Ipad for the register of both children and staff and our fire evacuation bag, taking it to the evacuation point. Whilst the last member of staff does a safety sweep where possible to check for any remaining children and adults. The Manager or Deputy will then carry out a register to make sure everyone is accounted for.

The Manager or Deputy will liaise closely with the Headteacher and Deputy Headteacher of Nazeing Primary School in the event of an actual emergency in contacting the relevant emergency services, whilst organising the safe collection of children by their parents or carers.

Our fire evacuation bag will have inside, an up-to-date list of all the children and staff at Pre-School and their emergency contact details. A first aid kit, emergency blankets, bottles of water, snacks, portable potty, nappies, wipes and tissues.

F*ire drills*

We hold fire drills termly and record the following information about each fire drill in the Fire Safety Record 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 (Pre-school Learning Alliance 2015)**

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| This policy was adopted by | NAZEING PRE-SCHOOL | *(name of provider)* |
| On | February 2025 | *(date)* |
| Date to be reviewed | February 2026 | *(date)* |
| Signed on behalf of the provider | Nicky Mainwaring | |
| Name of signatory | Emma Hughes | |
| Role of signatory (e.g. chair, director or owner) | Chairperson | |