

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.

8.5 Fire safety and emergency evacuation

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 our staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Officer.

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.
- We ensure sockets are covered. Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
 - clearly displayed in the premises;
 - explained to new members of 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

Every setting is different and the evacuation procedure will be suitable for each setting (see Leverstock Green Playgroup procedure in appendix). 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 half termly and record the following information about each fire drill on the register: we will input the following information in a fire drill 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

This policy was adopted by	Leverstock Green Playgroup	<i>(name of provider)</i>
On	26 th February 2026	<i>(date)</i>
Date to be reviewed	April 2027	<i>(date)</i>
Signed on behalf of the provider		



Name of signatory	Britanee Catchpole
Role of signatory (e.g. chair, director or owner)	Committee Member

Leverstock Green Playgroup **Emergency Fire Evacuation Procedure.**

Action on discovering a fire:

The main concern is the safety of the children, therefore only put out the fire using the fire fighting equipment if you feel that it is safe to do so, otherwise:

- Sound the alarm
- Evacuate the children and staff using the safest fire exit (follow procedure set out below)
- Leader or Supervisor to call the Fire Brigade- 999

Procedure to follow if the fire alarm sounds:

- All staff to evacuate the children from the building using the safest fire exit - DO NOT collect coats or bags.
- Leader or supervisor of the session will collect the fire evacuation bag (containing hi-vis jackets, phone, and safety rope), register, visitors book and keys.
- Leader or supervisor of the session will name one member of staff to act as **Fire Warden** (to be last out of the building, to check toilets, kitchen, office, cupboards, and to turn off electrical equipment if safe to do so) and one member of staff to be **First Out** (to lead the children out, count the number of adults and children, and check this number against the register)
- Leader or supervisor of the session to unlock the main door and gate.
- Assemble the children against the fence and then lead them out of the gate and assemble in the blue shelter on the playing field
- Check all names against the register, supervise the children at all times
- Wait for the all-clear from the Fire Brigade before re-entering the building

REGULAR FIRE DRILLS TAKE PLACE IN PLAYGROUP EVERY HALF TERM

Leverstock Green Playgroup **Fire Drill Procedure.**

Fire Drills.

- Fire drills take place daily for one week every half term and randomly throughout every term. It is explained to the children that the sound for the fire drills might sound/ or the bell and that we will be doing a fire drill. The procedure is explained to the children regularly.
- The Playgroup Manager will play the sound or ring the bell and announce 'FIRE DRILL'.
- Staff follow the **Emergency Fire Evacuation Procedure.**
- The children are led from the building and asked to line up on the concrete line that divides the tarmac and grassed area. Any children who are upset or refuse to cooperate are carried by an adult.
- The children all hold on to the fire safety rope and are led out of the gate onto the playing field. The adults supervise the children constantly.
- The children are taken to the grassed area near the main car park
- The children are counted and all names are checked against the register.
- Once the children and staff are all accounted for we return to playgroup, the children continuing to hold on to the fire safety rope.
- The children are counted once back inside the gate.
- The children receive a fire drill sticker and are praised for their quick response to the fire drill.
- The date and time of the fire drill is recorded.