



Registered Charity No: 1130840
School Mead, Abbots Langley, WD5 0LB
01923 274483

Evacuation Policy and Procedures

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 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.

Procedures

- The basis of fire safety is risk assessment. These are carried out by a 'competent person'.
- Staff have received training in fire safety sufficient to be competent to carry out risk assessment; this will be written where there are more than five staff. This will follow the guidance as set out in the *Fire Safety Risk Assessment – Educational Premises* document. Please see most recent risk assessment.
- Managers will liaise with Family Centre managers and Tanners Wood School so fire procedures are compatible and all agencies are clear and in agreement with each agency policy
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and firefighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are: clearly displayed in the premises, noticeboard in the foyer and on the staff notice board explained to new members of staff, volunteers and parents; and practised regularly at least once every term.
- Records are kept of fire drills and the servicing of fire safety equipment.
- The fire alarm is tested weekly.

Emergency evacuation procedure:

- Full evacuation practices are carried out every term with the children and the fire alarm tested weekly. Extra practices are made each half term at staff discretion.
- Notices displaying the fire exits are on the notice boards and fire exit signs are above the doors.
- If the fire alarms sound and no smoke is visible (i.e. it is deemed safe to do so), the Office Manager will check the fire panel in the lobby. In the absence of the Office Manager, the panel will be checked by the Preschool Leader or Deputy Leader depending who is not the floor manager for that session. The person attending the panel will ascertain information regarding location of the alert and check both the disabled toilet and meeting room used for self-isolation and lunch breaks are unoccupied before re-entering preschool to evacuate with the rest of the children.
- If the alarm sounds and smoke / fire is visible the fire panel will not be checked.
- If on inspecting the panel the Office Manager / Preschool Leader / Deputy Leader discover the alarms sounding is due to a fault the alarm can be silenced and the panel reset after the fire evacuation process with the staff and children has been completed. The fire evacuation log book is then completed (see post evacuation practise procedure below).

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- The Office Manager or member of the team working in the office will collect the phone and key box from the office and take it out to the evacuation point.
- Children are led out calmly to the evacuation point in the outside area – a key for the rear gate is kept in the evacuation box. Once at the rear fence children will be helped to hold onto a walking rope so they can be led to an assembly point on the adjacent school playground.
- Staff will close doors behind them.
- The floor manager or nominated member of staff will call out the register for all staff to acknowledge the child at the evacuation point. Staff, volunteers, parents and volunteers will also be checked against the staff register and visitor signing in/out book.
- How long it takes to get the children out safely – this is recorded on the evacuation test sheet.
- A nominated member of staff who is clear on the preschools address and reason for evacuation will call the emergency services as soon as they reach the assembly point.
- Emergency contact numbers of parents will be held by the fire exit to enable staff to quickly contact parents to collect their child.

Post evacuation practise procedures:

- The manager or deputy will check the building before allowing children and staff to re-enter.
- Preschool main door re-set
- The evacuation box is checked and replaced.
- Complete Evacuation practice record book.

The Evacuation Practice record book contains:

- Date and time of the drill.
- How long it took.
- 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
www.opsi.gov.uk/si/si2005/20051541.htm

Further guidance

Fire Safety Risk Assessment - Educational Premises (HMG 2006)
www.communities.gov.uk/publications/fire/firesafetyrisk6

This policy was adopted at a meeting of Breakspeare Community Preschool held on:.....

Signed on behalf of the management committee:

Name:..... Signature:.....

Signed on behalf of the Preschool:

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Name:..... Signature:.....

This policy will be reviewed annually in September

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