



## **8.5 Fire safety and emergency evacuation**

### **Legal framework**

Regulatory Reform (Fire Safety) Order 2005  
and amendments October 2023

### **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. A Fire Safety Log is used to record the findings of risk assessment, any actions taken or incidents that have occurred during our fire drills. We ensure our policy is in line with the procedures specific to our building, making reasonable adjustments if required.

### **Procedures**

#### *Fire safety risk assessment*

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- Susan Michel and Michelle Best have received training in fire safety sufficient to be competent to carry out the risk assessment; and will follow the Government guidance Fire Safety Risk Assessment - Educational Premises (HMG 2006).

#### *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. Bagshot School is responsible for the maintenance of the equipment.
- The school ensure all electrical equipment is checked 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 Susan Michel and Michelle Best who are the Fire Safety Officers. They are:

- clearly displayed in the premises;
  - explained to new members of staff, 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*

The pre-school evacuation procedure will cover procedures for practice drills including:

- How children are familiar with the sound of the fire alarm (we use a whistle 3 short blasts).
- 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.

### *Procedure*

Person discovering the fire will blow the whistle, 3 short blasts. Supervisor will collect the register, children's contact file and telephone and lead the children out through the gate onto the school field, all remaining staff to follow with the exception of the Fire Officer.

Children and staff to walk to the far end of the school field, where the Supervisor will call out the children's names.

Fire Officer will check the premises to ensure no one is left in and around the pre-school premises before joining everyone on the school field.

Once everyone is accounted for the Supervisor will hold the register up in the air, this will ensure that the school's Fire Officer will know we are all safe.

If we are unable to return to the building, parents will be notified using the information located in the children's contact file.

### *Fire drills*

We hold fire drills half termly and take part in the school evacuation procedure. We record the following information about each fire drill on the Fire Safety Log:

- 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 Safety Risk Assessment - Educational Premises (HMG 2006)

Policy reviewed on and updated 6/11/24

Signed on behalf of Bagshot Pre-school      Susan Michel

Role within the Pre-school      Manager

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