



15- Fire safety and Emergency evacuation

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 our Fire Officer or Fire Safety Consultant. A Fire Safety Log 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 Fire Marshall Officer has received training in fire safety sufficient to be competent to carry out the risk assessment; this will follow the Government guidance Fire Safety Risk Assessment - Educational Premises (HMG).
 - Our fire safety risk assessment focuses on the following for each area of the setting:
 - Electrical plugs, wires and sockets.
 - Electrical items.
 - 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 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 a term
- Records are kept of fire drills and of the servicing of fire safety equipment.

Emergency evacuation procedure

- 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 Evacuation Procedure

This is the procedure for the evacuation in the event of the fire alarm being activated or a fire being found, staff would follow the procedure below.

- Health & Safety Officer Iva (or in Iva's absence Masooma) would pick up the register and take the children to the nearest safe fire exit from the building to the assembly point (in the car park)
- Harshini the Designated Fire Marshall will remain behind to ensure all areas have been evacuated. Should Harshini be absent Masooma/Iva will take over this responsibility.



- All other Staff, Volunteers and Students to escort children outside building to the designated assembly point. Any visitors should also follow the staff.
- Register to be called, number of Children/Adults logged. Time evacuation drill took is then logged in the Fire Evacuation Book.
- The named Fire Marshall would only tackle a fire if it is safe to do so.
- If the fire marshal finds the fire to be out of control, they will leave the building and call the fire brigade.

Remember - Check Toilet Area.

Notices are displayed around the centre detailing the Method of evacuation. In the event of a major emergency such as fire, arrangements have been made so that the children and staff will go to a safe location. Pre-school staff will contact parents or emergency contacts to collect the children from a safe location.

Safe Locations: The evacuation site is the Cornerstone Church car park 149 Canterbury Rod Leyton E10 6EH. If the car park (evacuation site) is inaccessible due to the fire, we will get children/staff/volunteers/students to a safe distance.

This policy was agreed at an Under 5s AGM meeting held on...17th...November 2025.. (Date)

Signed on behalf of the preschool...

(Chair)