



Madley, Herefordshire, HR2 9PH

Charity Number: 1026852

Tel: 01981 25146

Fire Safety and Emergency Evacuation Plan

Policy Statement

We ensure the highest possible standard of fire precautions are in place. Where necessary we seek the advice of a competent person, such as our Fire Officer or Fire Safety Consultant. A Fire Safety Logbook 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.

General Emergency Evacuation Plan for:

Madley Pre-School, Madley, HR2 9PH. Tel: 01981 251460

Sound of the Alarm

- A continuously ringing alarm bell.

Raising the Alarm

- If a fire is discovered by a staff member or a visitor notifies a staff member of a fire, the alarm should be raised without delay by activation of the nearest call point (or commencing manual warning (whistle, shout etc.)).
- A fire detected by automatic detectors will trigger the fire alarm.

Action Staff should take on hearing the Alarm

The following actions should be taken on hearing the alarm :

- Fiona Batstone, Emma Gray or Charlotte Peace (Manager/Deputies) will take charge and lead in the fire evacuation.
- The Office Administrator (or Manager/Deputy Manager in their absence) will dial 999 and request the Fire Service. Staff member gives their name, name of building, building address (as above), contact number and details of fire.
- Staff will evacuate the building in a calm and orderly manner, providing assistance to those needing additional help in evacuating.
- Separate 'Personal emergency evacuation plans (PEEPs)' are in place for staff and known visitors with additional needs. This will be implemented as appropriate subject to these people being on site.
- Designated staff (Fire Wardens) to sweep building to ensure all areas are clear (including back areas) if safe to do so and ensure all doors are closed on the way out.
- If safe to do, electrical mains and gas supplies should be switched off before leaving the building.

- Fire Wardens should ensure that nobody re-enters the building until confirmed safe to do so by the Fire Service.
- Go to the assembly point and allow fire wardens to check that all children and staff members are accounted for.
- Fiona Batstone, Emma Gray or Charlotte Peace will liaise with Fire Service upon their arrival.

Escape Routes

The escape routes from the building are from:

1. The Main Lobby
2. The Snug
3. The Kitchen

Fire Assembly Point

The assembly point is:

- School Playground (primary)
- Village Hall Car Park (secondary)

Fighting Fires – Extinguisher Use

Fire extinguishers should only be used where:

- Staff have received training and feel confident in their use.
- Where it is safe to do so, for example where there is a clear means of escape or the fire is small.

Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire.

Location of Key Safety Hazards or other Fire related Equipment

Gas supply shut off: Boiler Cupboard in Office

Mains fuse box: Main Lobby

Gas/oxygen cylinders: Main Room & Kitchen

Location of fire alarm panel: Main Lobby

Equipment needed to effect the Emergency Plan

- Registers – Children & Staff
- First Aid Kit
- Childrens Medication
- Contact Details List
- Hi-Vis Tabards
- Mobile Phone

Fire Safety Risk Assessment

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- The Manager plus 2 members of staff have 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 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
 - Cookers
 - Matches
 - Flammable materials – including furniture, furnishings, paper etc.
 - Flammable chemicals
 - Means of escape
 - Anything else identified

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 firefighting 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 every term
- Records are kept of fire drills and of the servicing of fire safety equipment.

Fire Drills

We hold fire drills termly and record the following information about each fire drill in the Fire Safety Logbook:

- 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.

Emergency Evacuation Procedure

We ensure procedures for practice drills include:

- How children are familiar with the sound of the fire alarm.
- How the children, staff and visitors 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 in the event of a fire/emergency.

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)

This policy was adopted by:

In:

Date to be reviewed:

Signed on behalf of the provider:

Name of signatory:

Role of signatory:

Madley Pre-School

May 2024

May 2025

Fiona Batstone

Manager