

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 the highest possible standard of fire precautions are in place. The person in charge, and our staff, is familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Marshals (Amy Jowett and Lee Davison) or the Fire Service. 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. The owner and Landlord are responsible for Fire safety.

Procedures

Fire safety risk assessment

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- The owner and manager have received training in fire safety sufficient to be competent to carry out the risk assessment; this will be written where there are more than five staff and will follow the Government Guidance Fire Safety Risk Assessment - Educational Premises (HMG 2006) (updated 2023).
 - 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.
- 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 also ensure that fire doors are kept closed whenever possible.
- 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.
- Records are kept of fire drills and of the servicing of fire safety equipment.

Fire drills

We hold fire drills regularly 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.

Legal framework

- Regulatory Reform (Fire Safety) Order 2005 (amended October 2023)

Further guidance

- Fire Safety Risk Assessment - Educational Premises (HMG 2006) updated September 2023

This policy was adopted by	Jolly Tots Preschool Nursery	(<i>provider</i>)
on	01.09.2025	(<i>date</i>)
Date to be reviewed	September 2026	(<i>date</i>)
Signed on behalf of the provider		
Name of signatory	Lee Davison	
Role of signatory (e.g., Chair, director or owner)	Manager	

IN THE EVENT OF A FIRE:

- One of the fire alarm emergency buttons must be activated. These are situated at both exits one at the bottom of the stairs to the baby room and at the top of the stairs in pre-school room.
- Adults must calmly instruct the children to leave the building through the nearest and safest exit:
Ground floor and first floor baby room - bottom exit
First floor (Pre-school) - main door.

The staff in the baby room must carry each child downstairs and pass them over to the care of another member of staff, returning upstairs as many times as necessary until all the children have been evacuated. Any surplus members of staff from the office or kitchen must go straight to the baby room to help them evacuate. 1 office staff member to assist Jewels staff if SEND child is in attendance

Do not collect your belongings.

- Person in charge/deputy will check the premises, in particular the toilets and then leave the building. **Then ring 999 to call fire brigade.**
- Ground floor children and first floor baby room and staff must assemble at the rear of the premises in the outdoor play area. First floor (Pre-School) children and staff must assemble at the side of the building. If already playing in the outdoor learning area and it is safe to do so, the group may remain there.
- If the surrounding area of the building needs to be evacuated everyone is to congregate in the garden of the Red Lion.
- The room leaders will check their registers and liaise with each other and the person in charge to confirm that all persons are present. Once established that all persons are present, person in charge makes way round to Queens Hall to try to establish what has happened and/or ring Lloyd, Caretaker **07956 478110**, Jo Clayton, **07548 831523**, or Claire Smith, Parish Council **07725 846072**
- Do not re-enter the building until told to do so.

