



Fire Safety and Emergency Evacuation

Policy statement

Home from Home Childcarers 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 folder is used to record the findings of risk assessment, any actions taken or incidents that have occurred, our fire alarm tests and fire drills/evacuations. We ensure our policy is in line with the procedures specific to our building, making reasonable adjustments as required

Procedures

- We have a designated member of staff to be the Fire Safety Officer. Our Fire Safety Officer is:
Tracy Sykes
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Fire safety risk assessment

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- The Manager and Deputy Manager 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 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.
- 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
 - Practised regularly, at least once every half term.

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

We have access to fire extinguishers (in all rooms) and fire blankets (in kitchen, office, Turtles Room, and pre-school building), which would only be used if a fire were preventing escape from the setting. All fire extinguishers are checked on a twelve-monthly basis to see that they are all in date and secure.

Emergency evacuation procedure and fire drills

The children will regularly practice the emergency evacuation procedures, including leaving the pre-school from both the back and front of the building as it would depend on the vicinity of the fire, Kittens staff also practice leaving the building via the window with the children in the event that the fire was outside the Turtles room, this will be practiced with all staff, so they will not be alarmed in the event of a situation being real. Practices will be carried out on different days of the week and at different times throughout the day to ensure all children practice an evacuation and the details recorded in the Fire Safety Folder.

Procedures are in place to ensure practice drills include:

- The children are familiar with the sound of the fire alarm and know that the noise means a fire drill.
- The children, staff and parents know where all the fire exits are.
- The children are led from the building to the assembly point.
- The staff will have a register of the children in their room.
- Staff will bring their emergency bag and any medication that could be needed
- A record of 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.

We record the following information about each fire drill in the Fire Safety folder:

- 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.

Older (school) children are all trained to help with younger children by holding their hands and talking to them to help keep them calm. We practice our fire drill regularly. Details of each fire drill are recorded in the fire drill folder by the fire safety officer. We would assemble out the front of the building on the other side of the road, a safe distance away and check that everyone is accounted for. If we need to evacuate both buildings we would assemble across the road outside the doctor's surgery.

We would follow the instructions of the Emergency Services and not return to the building until the Emergency Services have declared it safe to do so.

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)

Policy Links

Our intention is for this policy to be read in conjunction with the following Home from Home Childcare GDPR Policies and Procedures:

- Lockdown Policy

	<u>Date:</u>	<u>By Whom?</u>	<u>Comments</u>
Created	6 th October 2019	Zoe Shaw	Replaced Fire Risk Assessment Policy
Reviewed	4 th February 2020	Linda Reynolds + SMT	
Updated	24 th March 2021	Zoe Shaw & Linda Reynolds	Updated to include new building
Updated	12 th April 2022	Rachel Simms	Updated to include information about exiting the kitten window in the event of a fire blocking the main exit.
Updated	8 th March 2023	Zoe Shaw	Changed name of Fire Safety Officer
Reviewed	5 th January 2024	Chrissie Morley	
Updated	19 th August 2025	Rachel Simms	Changed Kittens to Turtles
Next Review	2026		