



Fire Safety and Emergency Evacuation

Policy statement

Home from Home Latton Bush 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 risk assessment is stored safely online, and all fire drills/evacuations are recorded on Baby days. 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:
Megan Morley
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Fire safety risk assessment

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- The Manager, Deputy Manager and Assistant 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 and fire blankets in high risk areas, 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. 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 on Baby Days.

Procedures are in place to ensure practice drills include:

- The children are familiar with the sound of the fire alarm and begin to learn 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 on Baby Days:

- 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.

We practice our fire drill regularly. Details of each fire drill are recorded on Baby days 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 at the designated Fire Safety point and check that everyone is accounted for..

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	13 th February 2025	Megan Morley	
Reviewed	12 th January 2026	Chrissie Morley	No changes
Next Review			