

General Welfare Requirement: Suitable premises, environment and equipment

Outdoor and indoor spaces, furniture and toys must be safe and suitable for their purpose.



Health and Safety

Fire Safety and Emergency Evacuation

Policy statement

This policy has been written in compliance with the Model Fire Safety Management Policy produced by East Sussex County Council.

The following documents comprise the Fire Safety Management System for the Pre School:

- Fire Safety Management Policy
- Fire Safety Risk Assessment
- Fire Drills record
- Fire Safety Log Book (by alarm)
- Written Fire Evacuation Plan (on wall in lobby and main play room)

The team responsible for Health and Safety are:

Liz Burnett – overall responsibility

Liz Chittenden – fire drills and termly risk assessment of building and weekly testing of fire alarms

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe		3.3 The learning environment 3.4 The wider context	

Procedures

The Health and safety Team will ensure ...

- The Fire Safety Risk Assessment is reviewed annually or when significant changes have been made or a fire has occurred
- Fire Safety inspections are carried out in line with the document “Fire Safety Risk Assessment for Educational Establishments” available at www.firesafetyguides.communities.gov.uk
- Emergency lighting, fire alarm system and fire fighting equipment are serviced regularly
- Staff participate in termly fire drills so that they are aware of our procedures for evacuation.
- Fire drills are carried out every term and any issues identified are addressed
- Evacuation Plans are displayed in the lobby and the main playroom
- This policy is complied with by all employees

The Manager will ...

- Ensure Fire Alarm and detection systems, emergency lighting and fire extinguishers are appropriately located and properly maintained
- Ensure that contractors working within the school comply with the Health and Safety Policy and that risk assessments are carried out for specific activities (e.g. Hot Work permits used)
- Ensure that the designated people are aware of specific hazards associated with the premises (e.g. oxygen cylinders, chemicals) so they can make fire service aware in the event of an emergency.
- Ensure there is annual testing of portable electrical equipment (PAT) and 5 yearly checking of fixed electrical installation.
- Ensure that there is a system in place to evacuate and account for visitors
- On hearing the fire alarm, ensure that the register and visitor book are taken the assembly point

All employees must ...

- Familiarise themselves with the Emergency Plan
- Report to the manager any concerns regarding fire safety
- Be familiar with escape routes
- Not wedge fire doors open, nor block or obstruct them
- Be aware of the actions to be taken on hearing the fire alarm
- Evacuate the premises, in accordance with the Emergency Plan, to a safe place without putting themselves or others at risk,
- Not attempt to extinguish a fire unless they have been specifically trained to do so
- Comply with the County Councils No Smoking Policy

Risk Assessment on people with disabilities (PEEP)

- Depending on individual needs of adults or children a Personal Emergency Evacuation Plan will be devised to meet their need using guidance and forms provided on c-zone.

Arrangements for emergency evacuation

Fire Alarm Signal: Continuous bell

ON HEARING THE FIRE ALARM

- The practitioners will lead the children out of the nearest exit to the designated assembly point which is the Football Club.
- Children should move quickly and quietly to the assembly point.
There will be NO RUNNING, SHOUTING OR TALKING.
- If time allows, staff should close all windows and doors.
- A member of staff will be directed by the **Team Leader** to check that no children are hiding anywhere in the building
- If staff are in kitchen/ office at time of alarm sounding they will, if safe to do so, isolate gas/electricity supplies in the kitchen and office and evacuate to the assembly area.

- **The Team Leader** will take registers to the Football Club house
- **The Team Leader** will be responsible for taking the register including staff
- **The Office staff** will take the visitor book, staff sign in sheet and a mobile phone to the assembly point
- **The Team Leader** will check call the register and check visitor records. They will raise their arm in the air to indicate this has been completed
- **The Team Leader** will report the results to the Manager as quickly as possible and within 5 minutes of the alarm sounding.
- **The Manager** will ascertain whether this is a false alarm or fire and call the Fire Service if necessary.
- **The Manager** will brief the Emergency Services on;
 - location of the fire including providing a floor plan of the premises
 - what is involved in the fire
 - whether anyone is missing
 - where they were last seen
 - potential hazards e.g. chemicals, cylinders, electrical intake etc
 - take/direct to Alarm Panel if required

In the absence of the Manager, the Team Leader will appoint a senior member of staff to assume all the responsibilities of the Manager.

- **The Manager** will determine whether evacuation to an area more remote is necessary. In which case the school will go to Rotherfield Primary School
- Staff shall reinforce Fire Drill instructions as above to children, by undertaking termly fire drills.

Crisis Management

In the event of a fire or other emergency making the school unusable staff will take the pupils to: Rotherfield Football Clubhouse. If however this is not a safe distance, staff will take the children to Rotherfield Primary School.

Please note that Manager will be replaced by Deputy Manager in the absence of the Manager

This Policy was reviewed by	Office Manager – Liz Burnett
Adopted by	Rotherfield Pre-School Directors and Staff
Date	November 2016
Review Date	November 2018