8.5 Fire safety and emergency evacuation (including emergency lockdown procedure)

Policy statement

We 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. A Fire Safety Log 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 and reporting any findings to our landlord.

Procedures

Fire safety risk assessment

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- We employ the services of a professional person to carry out the fire safety risk assessment. The findings are shared with the staff and volunteers at the setting which is reviewed regularly.
  - 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.
  - 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.
- The landlord ensures 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.
- All electrical equipment is checked annually by a person qualified to carry out PAT testing. Any faulty electrical equipment is taken out of use and either repaired or replaced.
- Our emergency evacuation procedures are:
  - clearly displayed in the premises;
  - explained to new members of staff, volunteers and parents; and
  - practiced regularly, at least once a term.
- Records are kept of fire drills (at the setting) and of the servicing of fire safety equipment (kept at Perryfields Infant School (our landlord).

Emergency evacuation procedure

Our evacuation procedure includes:

- How children become familiar with the sound of the fire alarm.
- How the children, staff and parents 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.

Fire drills

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

- 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 for reason other than fire e.g. gas leak

In the event of an emergency which necessitates the need for a full evacuation of the building, a vocal signal will be initiated by a member of staff to gather all of the children together as quickly as possible. The Manager or Deputy will immediately call 999 and explain the situation.

- Staff will move the children to the the muster point (Gate at end of car park towards Boswells School). The person in charge of the setting will take the key fob for Boswells gate from the cabinet along with a mobile telephone and check the that the building is empty. The most senior member of staff in each room will be responsible for bringing the registers.
- The manager or deputy will contact the schools in the immediate vicinity and advise them of the situation.
- The manager or deputy will seek advice from the emergency services and wait until further instructions are received. This may include moving children to an area further away from the muster point.
- The staff will attempt to keep the children as quiet and calm as possible until the dangerous situation is over.
- When staff are advised that the danger is over, they will leave the safe place and return to the setting if safe.
- The Manager/Deputy will ensure parents/carers are made aware of the incident. Records will be made of the event and actions taken will be recorded as an incident. Ofsted will be informed within 24 hours of the incident occurring.

Emergency Lockdown Procedure

Springfield Bees Pre-School recognises the potentially serious risks to children, staff and visitors in emergency or harmful situations. A lockdown may take place where there is a perceived risk of threat to the Pre-School, its staff, children, visitors or property. We will follow advice and guidance issued by the Counter-Terrorism Policing service. Staff will call the confidential Anti-Terrorist hotline on 0800 789 321 if they see or hear something that could be terrorist related.

A lockdown will be initiated by a member of staff to gather all of the children together as quickly as possible. The Manager or Deputy will immediately call 999 and explain the situation and/or threat.

- Staff will move the children out of sight to the safest place inside the building and close the door taking the Pre-School phone and register.
- The person in charge will complete a head count of children whilst a member of staff quickly checks the premises for any other children.
- Staff will secure all windows and doors. Everyone will remain out of sight until further instructions are received from the emergency services.
- Staff will attempt to keep the children as quiet and calm as possible until the dangerous situation is over.
- When staff are completely sure that the danger is over, they will leave the safe place and continue activities as far as possible.
- The Manager/Deputy will contact the parents/carers and the chairperson (if not already contacted), to inform them of the incident. The local schools onsite will also be contacted. Records will be made of the event and actions taken will be recorded as an incident. Ofsted will be informed within 24 hours of the incident occurring.

This policy was adopted by	Springfield Bees Pre-School
On	15/12/25
Date to be reviewed	15/12/26
Signed on behalf of the provider	
Name of signatory	
Role of signatory (e.g. chair, director or owner)	