



## Woodham Mortimer Pre-School

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Registered Charity No: 1060526 DfE / OFSTED No: EY474255 PSLA Membership No: 20167

### Safety and Suitability of Premises, Environment and Equipment

#### **General 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

### Fire Safety and Emergency Evacuation Policy

#### **Policy statement**

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The Practice Manager and 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.

#### **Procedures**

- The basis of fire safety is risk assessment. These are carried out by the practice manager and deputy.
- The manager has received training in fire safety sufficient to be competent to carry out risk assessment; this will be written where there are more than five staff. This will follow the guidance as set out in the *Fire Safety Risk Assessment – Educational Premises* document.
- Settings in rented premises will ensure that they have a copy of the fire safety risk assessment that applies to the building and that they contribute to regular reviews.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- 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 at least once every six weeks.
- Records are kept of fire drills and the servicing of fire safety equipment.

### **Emergency evacuation procedure**

Woodham Mortimer Pre-School will evacuate the premises in a way that ensures that all children and adults are safely led away from the building and that adults do not take undue risks. The safety of the children will be of paramount importance at all times. We carry out practice drills every half term and over every session. Procedures for practice drills include:

- How children are 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 they 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.

### **Method**

- ◆ We have a fire procedure displayed on the wall
- ◆ We have a fire drill during each session for one week in each half term of which a record is kept stating the date and duration of the fire procedure, along with the outcome of the fire drill
- ◆ We ensure all staff receive training on fire procedures
- ◆ We perform a formal risk management assessment annually and will monitor risks on a daily basis
- ◆ We keep registers of children, staff and visitors to the Pre-School for each session

### **The Evacuation Procedure will be as follows;**

- ◆ The alarm will be raised by the member of staff finding the fire shouting 'fire' loudly
- ◆ The practice manager collects the register and emergency contacts book and assembles the children at the fire door
- ◆ The practice manager opens the fire door, she stands outside the fire door to ensure the children go to the fire point, the telegraph post on the grass area, counting the children as they exit the hall
- ◆ Any visitors should exit the hall after the children, if a visitor has a child with them that is not included in the school register for the day, that child remains the responsibility of the visitor at all times
- ◆ Children with additional/special needs/disabilities will be supported by their key person

- ◆ Another member of staff as delegated by the practice manager accompanies the children and assembles them at the fire meeting point, in this instance the telegraph pole
- ◆ The deputy manager does a 'sweep' of the premises, collecting the telephone, keys, grab bag and ensures all the rooms are empty and closes the fire doors as they exit
- ◆ The practice manager takes the register once everyone is assembled next to the telegraph pole and the deputy has instructed the building is clear
- ◆ The deputy manager or delegated member of staff telephones for the fire brigade in the case of a real emergency (not for a practice)
- ◆ When all present and correct the deputy manager re-enters the building to check and gives an instruction 'clear', when there is no risk, the children and adults re-enter the building and complete another headcount
- ◆ In the absence of the practice manager the deputy will take their role and a delegated member of staff will take hers

## **Fire exit locations**

### **1 main entrance doors at front of building**

### **2 side fire door in the toilet/kitchen area**

In the event that the building needs to be fully evacuated;

- ◆ After the emergency services have been contacted, all efforts will then be made to contact parents/carers on the emergency numbers provided
- ◆ If necessary we will seek a safe haven for the children at a neighbouring building

In the event of a fire/critical incident, Ofsted and any other relevant agencies will be contacted. The incident will be logged in the major incident book. Staff and committee members will be informed as soon as possible.

*The fire drill record book must contain:*

- Date and time of the drill.
- How long it took.
- 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

**Further guidance**

Fire Safety Risk Assessment - Educational Premises (HMG 2006)

**This Policy was adopted at a meeting of the Woodham Mortimer Pre-School Committee**

**Date of Meeting** \_\_\_\_\_

**Next Review Date** \_\_\_\_\_

**Signed on Behalf of Woodham  
Mortimer Pre-School** \_\_\_\_\_

**Name of Signatory** \_\_\_\_\_

**Role of Signatory** Chairperson – Woodham Mortimer Pre-School  
Committee

**Links to other policies and procedures**

- Risk Assessment
- Health and Safety
- Safeguarding and child protection
- Recording and reporting accidents and incidents
- Maintaining children’s safety and security on the premises