

Health and Safety

3.4 Fire safety and emergency evacuation

Policy Statement for St Joseph's Pre-school

St Joseph's Pre-school ensures our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The person in charge 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 assessment¹. These are carried out by a 'competent person'.
- The deputy practitioner, **Kayleigh Niven**, 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 by the Home Office².
- Setting is in rented premises and 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.
- Safety/exit signs are placed where they can clearly be seen, to help staff/visitors identify escape routes and find firefighting equipment.
- 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

Every setting is different and the evacuation procedure will be suitable for each setting. It must cover procedures for practice drills including:

- 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 point³.
- 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.

¹ HM Government guidance "Fire Safety Risk Assessment : Educational Premises" (May 2006)

² Fire safety and risk assessment: educational premises (2016)

³ Pre-school Assemblies at the Key Stage 1 Assembly point on the field

At St Joseph's Pre-school we will:

- recognised when an evacuation is announced by the ringing of a continuous bell either as a result of a fire point being activated or by manual activation as part of a drill;
 - staff will attract children's attention and reassure them if frightened;
 - the pre-school register will be taken and any child or adult not present will be notified to the Lead Practitioner or her Deputy. A search will be arranged for any missing child or adult;
 - staff will take the register and 'grab bag' and exit the building with all of the children, taking the safest route possible;
 - staff and children will assemble at the evacuation point and ask the children to sit down or line up at the wall. A member of staff will stay with the children at all times;
 - staff will contact the relevant emergency service;
 - no one will return to the Leigh Building until the Lead Practitioner or her Deputy have given the all clear.
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- In the case of a real fire or need to evacuate the Leigh Building the fire service officer are to be obeyed. Parents/carers will be contacted via their emergency contact number, and asked to collect their child/children immediately. All children will be supervised until they have been collected.

If it is necessary to evacuate the school grounds, St Joseph's Catholic Primary School has an arrangement with Nympsfield Village Hall. If an evacuation of the school grounds is still in operation at collection time (ie. 3pm), Pre-school staff will contact parents/carers via their emergency contact number to advise them of collection arrangements.

Safe Distances

- *15 metres*: mobile phones or any radios/electronic devices must not be used within 15 metres of the suspicious item. 15 metres is about the length of 3-4 cars;
- *100 metres*: move at least 100 metres away from a small item, such as a rucksack. This is the recommended minimum evacuation distance where there may be a risk to life;
- *200 metres*: move at least 200 metres away from a small vehicle or large item, such as a car or a wheelie bin.
- *400 metres*: move at least 400 metres away from a large vehicle, such as a van or lorry. This may be several streets away.

Personal Emergency Evacuation Plans (PEEPs)

Where appropriate, St Joseph's Pre-school will ensure that for children or staff with disabilities and who may not be able to evacuate as quickly or as easily as others that a PEEP is in place (see Appendix 1). A copy will be kept in the "grab bag".

Recording of fire drills

All incidents are recorded – the following information is collected:

- 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

Associated Policies and Procedures

- 1.12.4 Critical Incident
- 3.2 Health and Safety General Standards
- 3.5 Fire Safety Risk Assessment
- 3.6 Recording and Reporting of Accidents and Incidents

Version Number	Author	Purpose of Change	Date
1.0	K Coupe	Reviewed and page numbered	Sept 2015
2.0	Committee	Reviewed	Oct 2016
3.0	K Coupe & N Powers	Reviewed, updated and version controlled	10 July 2019 AGM
4.0	K Coupe	Reviewed and update. <ul style="list-style-type: none">• reference made to a named person who has undertaken fire safety training;• addition of Appendix 1 re risk assessment• Inclusion of “Associated Policies and Procedures” section as per Safeguarding Audit section 175/157	23 Jan 2023 Committee Member (L Finn)
5.0	K Coupe, K Niven and M Knight	Reviewed and updated in light of: <ul style="list-style-type: none">• Terrorism (Protection of Premises) Bill 2024;• DfE Protective Security and Preparedness for Education Settings• changes to 1.12.4 Critical Incident• Inclusion of an Appendix : Personalised Emergency Evacuation Plan for SEND children	25 Nov 2024 Committee Member (G Ind)
6.0	K Coupe	Update to include information on “safe distances”	3 June 2025 Committee Member (L Finn-Powers)

Appendix 1:**PERSONALISED EMERGENCY EVACUATION PLAN**

Child's Name:	
Date of Birth:	
Medical Diagnosis or Condition:	
Has an My Plan/My Plan+/EHCP	Yes/No

Awareness of Procedure:	Practitioners are informed of a fire evacuation by a fire alarm (long continuous bell)
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Designated Assistance:	AM: PM:
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Personalised Evacuation Procedure

(a step by step account beginning with the first alarm).

Step 1:	
Step 2:	
Step 3:	
Step 4:	

Signed: Date:

NB: this plan is reviewed after each fire drill or fire evacuation incident.