

Fire Safety

EYFS: 3.55, 3.56, 3.57

At **Little Fingers Pre-school** we take reasonable steps to ensure the safety of children, staff and others on the pre-school premises in the case of a fire or other emergency through our fire safety policy and emergency evacuation procedures.

The pre-school manager is the designated fire marshal **Leanne Shuttleworth**

We ensure the pre-school premises are compliant with fire safety regulations, including following any major changes or alterations to the premises. The pre-school manager/designated fire marshal ensures we have all the appropriate fire detection and control equipment (e.g. fire alarms, smoke detectors, fire blankets and/or fire extinguishers) are in working order and seeks advice from the local fire safety officer as necessary.

They also have overall responsibility for the fire drill and evacuation procedures. These are carried out and recorded every half term or as and when a large change occurs, e.g. a large intake of children or a new member of staff joins the pre-school. These drills are planned to occur at different times of the day and on different days to ensure evacuations are possible under different circumstances and all children and staff participate in the rehearsals.

All staff receive fire safety and evacuation training (including as part of induction) to help them understand their roles and responsibilities. This includes the steps they must take to ensure the safety of children, for example keeping fire doors free from obstruction, how to safely evacuate the children and where the evacuation meeting point is situated. There is a specific evacuation plan, including using alternative exits depending on where the fire may be situated.

The pre-school manager/designated fire marshal checks fire detection and control equipment and fire exits in line with the timescales within the checklist below.

Fire checklist

	Who checks	How often	Location
Escape route/fire exits (all fire exits must be clearly identifiable)	Leanne Shuttleworth	Every half term	Front door / kitchen door and back door
Evacuation pack	Leanne Shuttleworth	Every half term	Filing cabinet
Fire extinguishers	Leanne Shuttleworth	Every half term	By front door
Fire alarms	Leanne Shuttleworth	Every half term	In main room
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	Leanne Shuttleworth	Every half term	The main doors within the building

A deputy fire marshal is appointed to over this role when the fire marshal is absent.

Registration

An accurate record of all staff and children present in the building must be kept at all times and children/staff must be marked in and out on arrival and departure. An accurate record of visitors is kept in the visitor's book. These records are taken out along with the register and emergency contacts list in the event of a fire.

No smoking/vaping policy

The pre-school operates a strict no smoking/vaping policy – please see this separate policy for details.

Fire drill procedure

On discovering a fire:

- Calmly raise the alarm by ringing the bell
- Immediately evacuate the building under guidance from the manager on duty/fire marshal (Collecting children's register)
- Using the nearest accessible exit lead the children out, assemble at **fire assembly point in playground**
- Close all doors behind you wherever possible
- Do not stop to collect personal belongings on evacuating the building
- Do not attempt to go back in and fight the fire
- Do not attempt to go back in if any children or adults are not accounted for
- Wait for emergency services and report any unaccounted persons to the fire service/police.

If you are unable to evacuate safely:

- Stay where you are safe
- Keep the children calm and together
- Wherever possible alert the manager of your location and the identity of the children and other adults with you.

The pre-school manager/fire marshal to:

- Pick up the central children's register, where applicable, staff register, mobile phone or phone, keys, visitor book and fire bag/evacuation pack (containing emergency contacts list, nappies, wipes and blankets)
- Telephone emergency services: dial 999 and ask for the fire service
- In the fire assembly point area – check the children against the register
- Account for all adults: staff and visitors
- Advise the fire service of anyone missing and possible locations and respond to any other questions they may have.

Remember

- Do not stop to collect personal belongings on evacuating the building
- Do not attempt to go back in and fight the fire
- Do not attempt to go back in if any children or adults are not accounted for.

This policy is updated at least annually in consultation with staff and parents and/or after a fire evacuation practice and/or fire.

This policy was adopted on	Signed on behalf of the pre-school	Date for review
May 2022		May 2023