3.3 Fire Safety and Emergency Evacuation

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. Where necessary we seek the advice of a competent person, such as our Fire Officer or Fire Safety Consultant. We ensure our policy is in line with the procedures specific to our building, making reasonable adjustments as required.

Procedures

Awareness raising

- The basis of fire safety is risk assessment carried out by a 'competent person'.
- The Manager/Deputy has received training in fire safety sufficient to be competent to carry out the Risk Assessment; this will be written where there are more than five staff and will follow the Government guidance Fire Safety Risk Assessment – Educational Premises (HMG 2006)
- 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
  - Matches.
  - Flammable materials – including furniture, furnishings, paper etc.
  - Means of escape
  - Anything else identified.
- Where we rent premises, we will ensure that we have a copy of the fire safety risk assessment that applies to the building and that we contribute to regular reviews.

Fire safety precautions taken

- We ensure that fire doors are clearly marked, never obstructed and easily opened from the inside.

- We ensure that smoke detectors/alarms and fire fighting appliances conform to BS EN standards and are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- We have all electrical equipment checked annually by a qualified electrician (PAT test). Any faulty equipment is taken out of use and either repaired or replaced.
- We ensure sockets are covered.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
  - Explained to new members of staff, volunteers and parents; and
  - Practiced regularly, at least every twelve weeks.

Fire Drills

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

- 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.

We use the fire alarm system in the foyer of the church halls and follow the procedures set out by the Church. These procedures are attached to this policy. We have four designated Fire Marshals at Playgroup. These people are responsible for setting off the fire alarm. Two of these people will evacuate the hall with the children and other staff, whilst the other two people carry out the procedure to silence the alarm.

The Designated Fire Marshals are; Karen Nichol, Helen Collins, Michelle Downes and Karen Cookes

Our assembly point is at the far side of the car park at the Salisbury Avenue entrance. Gates are locked before the alarm is set off. Once assembled then the register is called and the children and staff are counted. Once the alarm has been silenced then children and staff return to the halls. The Fire Drill log is then completed with the above information.

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 the children are led from the building to the assembly point.
- How children will be accounted for and by who.
- 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.

In the event of an emergency evacuation we would follow the same procedures of evacuating the building, but the assembly point will depend on the nature of the emergency and whereabouts in the building it has occurred.

One of the Fire Marshals will be responsible for calling the Emergency services. Parents and carers of all children present at the time would also be contacted. Staff emergency contacts will be contacted too where necessary

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	St Christopher's Playgroup	name of setting
Held on	September 2026	(date)
Date to be reviewed	September 2027	(date)
Signed on behalf of the management committee	KJCookes	
Name of signatory	Karen Cookes	
Role of signatory (chair)	Playgroup Manager	