



Fire Safety

April 2024

At Elsworth Pre-School we make sure the pre-school is a safe environment for children, parents/carers, staff and visitors through our fire safety policy and procedures. The pre-school manager is responsible for ensuring the pre-school premises are compliant with fire safety regulations (including following any major changes or alterations to the premises) and seeks advice from the local fire safety officers, as necessary.

The manager has overall responsibility for the fire drill and evacuation procedures. These are carried out and recorded for each group of children 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 will 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.

The designated manager checks fire detection and control equipment, and fire exits in line with the timescales in the checklist below.

Fire checklist:

- Daily:
 - Fire exits clear and accessible.
 - Fire blankets and fire extinguisher accessible and in good condition, marked that only fire fighters use them
 - No unacceptable fire risks present.
- Weekly:
 - Fire alarms.
 - Fire exits.
 - Fire hazards.

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 must be kept in the visitor's folder. These records must be taken out along with the register and emergency contacts list in the event of a fire.

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

Fire drill procedure on discovering a fire:

- Calmly raise the alarm verbally, by using the whistle or using the alarm.
- Manager to collect emergency evacuation bag.
- Call emergency services 999.
- Immediately evacuate the building under guidance from the manager on duty.



- Use the nearest accessible exit to lead the children out, through the side gate, assemble on the school playground.
- Close all doors and windows, only where possible.
- Guide or carry any children with mobility difficulties.
- Do not stop to collect personal belongings on evaluating the building.
- Do not attempt to fight the fire.
- Do not attempt to go back in if any children or adults are not accounted for.
- Wait for emergency services report any unaccounted persons to the fire service/police.

Adopted on:	23/04/2024
Adopted by:	Sophie Mills, Pre-School Interim Manager Hannah Holland, Chair of Trustees
Next Review Date:	23/04/2025