

Health and Safety



Fire safety and emergency evacuation

Policy statement

At Rudgwick Pre-school we ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. Louise Louca assisted by Catherine Barrett-James ensure they 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. A Fire Safety Log Book is used to record the findings of risk assessment, any actions taken or incidents that have occurred and our fire drills.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe		3.3 The learning environment 3.4 The wider context	

Characteristics of Effective Learning

Playing and Exploring Engagement	Active Learning Motivation	Creating and Thinking Critically - Thinking
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Procedures

- The basis of fire safety is risk assessment. This is carried out annually by Louise Louca and Catherine Barrett-James.
- They have received training in fire safety sufficient to be competent to carry out risk assessment; this will be in a written format. We follow the guidance as set out in the *Fire Safety Risk Assessment – Educational Premises* document (HMG 2006).
- Our fire safety risk assessment focuses on the following for each area of the setting:
 1. Electrical plugs, wires and sockets.
 2. Electrical items.
 3. Gas boilers.
 4. Cookers.
 5. Matches.
 6. Flammable materials – including furniture, furnishings, paper etc.
 7. Flammable chemicals.

8. Means of escape.
 9. Anything else identified.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
 - Smoke detectors/alarms and firefighting appliances conform to BSEN standards, are fitted in appropriate high-risk areas of the building and are checked as specified by the manufacturer. Smoke detectors are checked routinely to ensure batteries are working.
 - The building is checked by a fire safety company yearly and this is recorded by the building owner.
 - Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
 - clearly displayed in the premises and kept with our health and safety records
 - explained to new members of staff, volunteers and parents/carers; and
 - practised regularly at least once each half term.
 - Records are kept of fire drills, including dates, times, how long it took, any problems that caused a delay and actions taken as a result to improve fire drill.
 - Fire safety equipment is checked annually and dates recorded.

EMERGENCY EVACUATION PROCEDURE

Assembly point: Through gate onto Peggy's Path (adjacent to Pre-school garden)

Appointed 'place of safety': Rudgwick Primary School, Tates Way, Rudgwick, RH12 3HW. Tel: 01403 822151

Procedure in the event of an emergency

Whistle blown loudly twice by member of staff to raise the alarm.

Children, staff and visitors to leave building as quickly as possible in an orderly manner, via the appropriate door. (as directed by staff)

One staff member will do a headcount as other staff members lead everyone from the building to the assembly point.

Supervisor to collect register, visitors book, children's contact details and phone (if safety allows) leaving the building last having checked all rooms are empty.

On leaving, the supervisor will be given the headcount.

Once in place of safety the supervisor will call the register and then call the emergency services.

The building will not be re-entered.

Everyone will then proceed to the place of safety where parents/carers will be contacted.

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 held	Rudgwick Pre-school
Date to be reviewed	14 th March 2024
Signed on behalf of the management committee	14 th March 2026
Name of signatory	<i>Jason Hamilton Laura Thornber</i>
Role of signatory	Jason Hamilton Laura Thornber
	Co-Chairpersons