

## Fire safety policy

**Designated Fire Marshalls are: Louca Louise & Catherine Barrett-James**

### Aim

Rudgwick Pre-school is a suitable, clean, and safe place for children to be cared for, where they can grow and learn. We meet all statutory requirements about fire safety and fulfil the criteria for meeting the relevant Early Years Foundation Stage Safeguarding and Welfare Requirements.

### Objectives

- We recognise that we have a corporate responsibility and a duty of care for those who work in and receive a service from our provision, but individual employees and service users also have a responsibility to ensure their own safety as well as that of others. Risk assessment is the key means through which this is achieved.
- A fire safety risk assessment is carried out by a competent person in accordance with the Regulatory Reform (Fire Safety) Order 2005.
- A Fire Log is completed and regularly updated.
- Necessary equipment is in place to promote fire safety.

### **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 references

Regulatory Reform (Fire Safety) Order 2005)

Electricity at Work Regulations (1989)

## Further guidance

Fire Safety Record (Alliance Publication)

[Fire Safety Risk Assessment: Educational Premises](#) (Gov.uk)

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| This policy was adopted at a meeting of held | Rudgwick Pre-school<br>19 <sup>th</sup> March 2026 |
| Date to be reviewed                          | 19 <sup>th</sup> March 2028                        |
| Signed on behalf of the management committee | <i>Laura Thornber</i>                              |
| Name of signatory                            | Laura Thornber                                     |
| Role of signatory                            | Chairperson  |