

Innsworth Preschool Fire Safety and Evacuation Policy

Last Updated: 1st January 2026

1. Purpose and Scope

1.1 Overview: This policy outlines Innsworth Preschool's procedures for fire prevention, detection, and evacuation.

1.2 Objective: It is designed to safeguard the lives of children, staff, and visitors during any fire-related emergency and to ensure a swift, calm, and effective response.

1.3 Scope: This policy applies to all premises, staff, children, and visitors. It covers both emergency evacuation and proactive fire safety management.

2. Legal and Statutory Framework

2.1 Compliance: This policy ensures full compliance with the following key legislation and statutory guidance:

- The Regulatory Reform (Fire Safety) Order 2005 (RRO): The primary legislation governing fire safety in non-domestic premises.
- The Statutory Framework for the Early Years Foundation Stage (EYFS): Specifically paragraphs 3.55 (Safety and suitability of premises) and 3.80 (Fire safety and emergency evacuation).
- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999: Regarding risk assessment.
- The Equality Act 2010: Ensuring safety arrangements (including PEEPs) do not discriminate against those with disabilities.

3. Roles and Responsibilities

3.1 Responsible Person: The **Registered Person / Owner** is the "Responsible Person" for the areas under Innsworth Preschool's control. Where the premises are shared, we will cooperate and coordinate with the building Responsible Person and comply with the site-wide Fire Risk Assessment and local fire arrangements.

3.2 Fire Safety Leads: The **Preschool Manager** and **Business Manager** are the designated operational Fire Safety Leads. They are responsible for:

- Ensuring the **Fire Risk Assessment (FRA)** is current. It is reviewed at least annually and immediately after significant changes (layout, numbers, use of rooms), incidents, near-misses, or enforcement/insurer recommendations.
- Ensuring equipment is maintained and drills are conducted.

3.3 Incident Command: If the Fire Safety Lead is absent, the **Senior Person on Duty** assumes incident command and assigns roles (call 999, grab bag, sweep, roll call).

3.4 Fire Marshals/Wardens: Designated staff (displayed on the Fire Safety Board) act as Fire Marshals during an evacuation. Their role is to sweep areas, support evacuation, and report to the Lead at the assembly point.

3.5 All Staff: Every staff member has a duty to:

- Be familiar with evacuation routes and call points.
- Report hazards (e.g., blocked exits, faulty equipment) immediately.
- Participate fully in all training and drills.
- **Do not tackle fires:** Staff do not tackle fires unless trained, it is safe, and escape is not compromised. Evacuation is the priority.

4. Personal Emergency Evacuation Plans (PEEPs)

4.1 Requirement: A PEEP is a bespoke evacuation plan for any child or adult who may require assistance or a modified route due to a disability, medical condition, or sensory need (temporarily or permanently).

4.2 Process:

- **Trigger:** A PEEP is created as soon as practicable once the need is identified (e.g., enrolment, new diagnosis, broken leg) and before the individual is exposed to foreseeable evacuation risk. Interim controls may be used pending final sign-off, recorded and risk-assessed.
- **Review Cycle:** PEEPs are reviewed at least annually, after every fire drill where issues were identified, and following any changes to room layout or staffing.
- **Ownership:** The Preschool Manager is responsible for signing off all PEEPs.

5. Fire Safety Measures and Prevention

5.1 Detection and Equipment:

- **Testing:** We test a different call point each week on a rota, record results in the Fire Log, and report faults immediately. Any impairment triggers a dynamic risk assessment and interim controls.
- **Emergency Lighting:** Tested monthly (functional) and periodically (full duration discharge) by a competent engineer in line with the maintenance contract/FRA.
- **Servicing:** Professional annual servicing of the fire alarm system and emergency lighting is mandatory. Extinguishers are visually checked monthly and serviced annually by a competent engineer.

5.2 Infrastructure:

- **Exits:** Security controls must never prevent emergency egress; all final exits remain readily openable from the inside at all times (push bar/turn to release as applicable).
- **Checks:** A daily open/close check confirms escape routes, exits, and call points are unobstructed and final exit doors are readily openable.
- **Electrical Safety:** PAT testing and fixed wiring inspections (EICR) are completed to a competent person's schedule/interval (as advised by the competent person/landlord/insurer) and recorded.
- **Doors:** Fire doors must not be propped open; only approved hold-open devices linked to the alarm system may be used, and they must release on alarm activation.

5.3 Housekeeping:

- **Storage:** Combustible materials are stored safely away from ignition sources.
- **Waste:** Waste accumulation is strictly prohibited; bins are emptied daily.

- **Ignition Sources:** Personal appliances (heaters, toasters) are prohibited unless explicitly authorised and PAT tested.

6. Staff Training and Drills

6.1 Training:

- **Induction:** New staff receive fire safety instruction (routes, assembly point, call points, extinguisher locations) on their **first day** of employment.
- **Annual Refresher:** All staff receive annual fire safety refresher training. Fire Marshals receive specific role training.

6.2 Dynamic Drills:

- **Frequency:** Fire drills are held at least **once per term**. We plan drills so that all children and staff participate over time (including new starters).
- **Scenarios:** Drills vary (e.g., blocked exit scenarios, different times of day) to test adaptability.
- **Child-Centred:** Drills are risk-assessed to be age-appropriate. We do not simulate smoke or panic; children are reassured and praised.
- **SEND:** Drills are adapted for SEND (visual prompts, ear defenders, pre-warning where appropriate) and any distress is recorded and fed into PEEPs/risk assessment.
- **Records:** All drills are recorded in the Fire Log (date, time, evacuation time, numbers present, issues identified) and reviewed by the Fire Safety Leads.

7. Evacuation Procedures

7.1 Immediate Action: Upon discovery of a fire or sounding of the alarm:

1. **Raise Alarm:** Operate the nearest break-glass call point.
2. **Call 999:** Call 999 immediately on any confirmed fire/smoke or where the cause is unknown and there is any doubt. If a false alarm is confirmed by the Fire Safety Lead/competent person, record the rationale.

7.2 Evacuation:

- **Guide:** Staff guide children to the nearest safe exit in a calm and orderly manner. Do not run.
- **Sleeping Children:** Staff prioritise the evacuation of non-mobile or sleeping children. Evacuation cots or reinforced sleep mats are used as per the **Sleep Policy** and evacuation plan.
- **Sweep:** Designated Fire Marshals check all areas (toilets, sleep rooms, cupboards, outdoor areas) to ensure the building is clear, closing doors behind them if safe to do so.
- **Personal Belongings:** Do not stop to collect personal belongings.

7.3 Emergency Grab Bag: The **Senior Staff Member on duty** (supported by the Deputy) is responsible for collecting the Grab Bag (containing registers, contact details, first aid kit, essential medication/AAls, and setting phone).

- **Medication:** Emergency medication/AAls are stored in a known, instantly accessible location and are included in the grab-bag protocol or equivalent evacuation method.
- **Rule:** Evacuation must **never** be delayed to retrieve this bag.

7.4 Visitors and Contractors: Visitors must be escorted by their host staff member. The Incident Lead holds the Visitor Log at roll call and confirms visitors/contractors are accounted for.

7.5 Assembly Points:

- **Primary:** The designated Assembly Point is [Insert Exact Location Marker] (displayed on evacuation plans in every room).
- **Secondary:** If the primary point is unsafe, the Fire Safety Lead will relocate the group to [Insert Secondary Off-Site Location].
- **Handover Control:** Children are not released to parents at the assembly/secondary site unless authorised by the Incident Lead and identity/password checks are completed, to prevent errors in a chaotic environment.

7.6 Roll Call: A full headcount and register check is taken immediately at the assembly point. The Fire Safety Lead will confirm everyone is accounted for and report the status (including any missing persons) to the Fire Service upon arrival.

7.7 Re-entry: Do not re-enter the building until the Fire Service or Fire Safety Lead confirms it is safe to do so.

8. Communication and Post-Incident

8.1 Communication:

- **Parents:** Fire procedures are included in the Parent Handbook. Evacuation diagrams are displayed in every room.
- **Families:** Parents will be contacted only once all children are safe and accounted for.

8.2 Post-Incident Review: Following any real incident or significant false alarm, a formal debrief will be held to review procedures. Management will provide signposting for psychological support for affected staff or families.

9. Monitoring and Review

9.1 Records: We maintain detailed logs of all fire risk assessments, drills, training, equipment checks, and maintenance visits in the Fire Safety Folder.

- **Retention:** Fire safety records are retained for at least 3 years (or longer where required by insurers/landlord/incident investigation) and are available for inspection.

9.2 Policy Review: This policy is reviewed annually, following any fire incident, or upon significant changes to the premises or legislation.

