

Emergency Evacuation and Fire Safety Policy

Ben Rhydding Pre-School
September 2025

Signed by Chairperson(s)



Policy Statement

Our provision is committed to ensuring the safety of all children, staff, parents, and visitors in the event of a fire or other emergency. We will take all reasonable steps to prevent the risk of fire, maintain safe premises, and provide clear procedures to ensure safe evacuation. Fire safety is a shared responsibility, and all staff are required to be familiar with this policy.

Aims

- To minimise the risk of fire through safe working practices and preventative measures.
- To ensure that all staff, children, and visitors know how to evacuate safely.
- To maintain clear, accessible escape routes at all times.
- To comply with the Regulatory Reform (Fire Safety) Order 2005 and EYFS requirements.

Responsibilities

- The Fire Marshall's for the setting are; Sarah Irwin and Becky Nash
 - Manager/Fire Marshalls: Responsible for implementing this policy, completing fire risk assessments, arranging regular fire drills, and maintaining records.
 - All Staff: Responsible for familiarising themselves with fire safety procedures, knowing evacuation routes, and supporting children during drills or emergencies.
 - Visitors, Students and Toddler Group attendees: Must follow staff instructions immediately during an evacuation.
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Types of Emergency

Emergencies requiring evacuation may include:

- Fire or smoke
 - Gas leak or chemical hazard
 - Bomb threat or suspicious package
 - Structural damage (e.g., flooding, electrical fault, ceiling collapse)
 - Any other situation where it is unsafe to remain indoors
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Fire Prevention Measures

- All electrical equipment is checked by a qualified electrician annually (organised by Ben Rhydding Primary).
- Any faulty electrical equipment is taken out of use and recorded as such or condemned (whichever is necessary).
- Water and electrical items do not come into contact; staff do not touch electrical items with wet hands.
- All fire safety equipment is checked annually (organised by Ben Rhydding Primary).
- Gas boilers are checked and serviced annually by a Gas Safe registered engineer annually (organised by Ben Rhydding Primary).
- Smoking, vaping, and open flames are strictly prohibited on the premises.
- Heaters, cooking equipment, and hot water appliances are used safely and supervised.
- Fire exits, escape routes, and assembly points are kept clear at all times.
- Flammable materials (e.g., paper, cleaning products) are stored safely.
- Fire exit signs are the green 'running man' signs and are in place and clearly visible.
- Fire exits by doors are those that show a green light at night.
- Fire evacuation notices are displayed in the foyer, disabled toilet and play room. They state where the assembly point is.
- Smoke alarms are in place and are tested regularly by Ben Rhydding Primary School who own the building.
- A fire blanket is in place in the kitchen
- Fire extinguishers are in place and are appropriate

Fire Risk Assessment

Fire Risk Assessments are carried out by Fire Marshalls in each area of the setting in accordance with the Regulatory Reform (Fire Safety) Order 2005) using the five steps to fire safety risk assessment as follows:

1. Identify fire hazards

- Sources of ignition.
- Sources of fuel.
- Sources of oxygen (including oxygen tanks for disabled children)

2. Identify people at risk

- People in and around the premises.

- People especially at risk including very young babies in toddler group, less ambulant disabled children or those using specialised equipment, such as splints, standing frames.

3. Evaluate, remove, reduce and protect from the risk

- Evaluate the risk of the fire occurring.
- Evaluate the risk to people from a fire starting on the premises.
- Remove and reduce the hazards that may cause a fire.
- Remove and reduce the risks to people from a fire.

4. Record, plan, inform, instruct, train

- Record significant findings and action taken.
- Prepare a Fire Evacuation Procedure for Pre-School and Toddler Group.
- Inform and instruct relevant people; inform and cooperate with others.
- Provide annual training for staff on fire safety in addition to termly fire drills. Fire Marshalls training is completed every three years.

5. Review

- Review procedure after every drill. Review policy annually and update when necessary.

The fire safety risk assessment focuses on the following for each area:

- Electrical plugs, wires, sockets.
- Electrical items.
- Gas boilers.
- Cookers.
- Matches.
- Flammable materials, including furniture, furnishings, paper etc.
- Flammable chemicals (which are also covered in COSHH).
- Means of escape.
- Any other, as identified.

Evacuation Drills

- Fire alarms are in place and tested weekly by Ben Rhydding Primary School who own the building.
- Evacuation drills are carried out at least once every half term, at different times of the day and week.
- A record of each drill (date, time, evacuation time, and any issues) is kept in the Fire Safety/Emergency Evacuation Log.
- Any lessons learned are shared with staff to improve procedures.

Training

- All staff receive fire safety induction training, including evacuation procedures and use of equipment.
 - Refresher training is provided annually or sooner if procedures change.
 - Fire Marshalls receive training every three years or as required.
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Visitors and Parents

- Emergency evacuation procedures are displayed within the building.
 - Visitors are informed of evacuation procedures when signing in.
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Monitoring and Review

- Fire and emergency evacuation risk assessments are reviewed annually or sooner if changes occur.
- This policy is reviewed annually alongside the safeguarding and health & safety policies.

Legal references

- The Early Years Foundation Stage (EYFS) Statutory Framework 2025
- The Health and Safety at Work Act 1974
- Regulatory Reform (Fire Safety) Order 2005
- Local authority fire safety and safeguarding procedures