Beetley and District Preschool

Registered Charity: 1181636

Part 4 – Incident and Emergency Management

Policy 4.2 – Fire Safety & Emergency Evacuation

Purpose of this Policy

Beetley & District Preschool is committed to ensuring the safety of all children, staff, volunteers, visitors and contractors in the event of a fire or other emergency requiring evacuation.

This policy outlines the arrangements in place to prevent fire, manage fire risks and ensure a safe and orderly evacuation of the premises where necessary. It should be read alongside the Health & Safety Policy Statement and related health and safety policies.

Fire Safety Responsibilities

Overall responsibility for fire safety sits with the Committee, as the registered provider. Day-to-day responsibility for implementing fire safety arrangements is shared between the Manager and the Health & Safety Lead.

All staff, volunteers and visitors have a responsibility to take reasonable care and to follow fire safety procedures at all times.

Fire Risk Assessment

A Fire Risk Assessment is in place for the premises and is maintained in accordance with fire safety legislation.

The Fire Risk Assessment:

- Identifies potential fire hazards
- Assesses who may be at risk
- Details control measures in place to reduce risk
- Is reviewed regularly and updated when changes occur

Any actions identified through the Fire Risk Assessment are addressed promptly.

Fire Prevention and Safety Measures

The preschool takes all reasonable steps to reduce the risk of fire through effective management and monitoring.

Fire safety measures include:

- Maintaining clear and unobstructed fire exits at all times
- Safe storage of flammable or hazardous materials
- Regular checks of electrical equipment and fixed wiring
- Ensuring fire detection and alarm systems are maintained and tested
- Displaying fire safety signage where appropriate

Staff are vigilant in identifying and reporting any fire hazards or concerns immediately.

Emergency Evacuation Procedure

In the event of a fire or emergency requiring evacuation:

- The whistle will be blown to signal evacuation
- Staff will calmly and promptly lead children to the nearest safe exit.
- The designated assembly point will be used.
- A headcount will be completed immediately using the daily register (Famly) or the written register if Famly is unavailable
- No one will re-enter the building until it is confirmed safe to do so.

Children are supervised at all times during evacuation to ensure their safety and wellbeing.

Evacuation of Visitors and Contractors

Visitors and contractors present on the premises at the time of an evacuation will be directed by staff to leave the building and proceed to the assembly point.
The signing-in system (visitors book) is used to support staff in accounting for all persons on site.

Fire Drills

Fire evacuation drills are carried out regularly to ensure that children and staff are familiar with evacuation procedures.

Fire drills:

- Are carried out at least once per term
- Are recorded, including any issues identified
- Are reviewed to inform improvements to procedures or practice

Children are supported appropriately during drills to ensure they feel safe and reassured.

Fire Safety Equipment

Fire safety equipment, including fire extinguishers and fire alarms, is provided and maintained in accordance with manufacturer guidance and legal requirements.

All staff receive appropriate instruction and training in the safe use of fire extinguishers. Fire extinguishers may be used by staff only where it is safe to do so and where their use does not place anyone at additional risk. The priority in all circumstances remains the safe evacuation of children, staff and visitors from the premises.

Training and Awareness

Staff receive information, instruction and guidance on fire safety and evacuation procedures as part of induction and ongoing training.

Fire safety procedures are shared with volunteers and relevant visitors where appropriate.

Monitoring and Review

Fire safety arrangements are monitored on an ongoing basis by the Manager and Health & Safety Lead and reviewed by the Committee.

This policy will be reviewed:

- Annually
- Following a fire or emergency incident
- If there are changes to the premises or provision
- If legislation or guidance changes

Related Policies and Documents

This policy should be read in conjunction with:

- Health & Safety Policy Statement
- Duties and Responsibilities of the Committee and Health & Safety Lead
- Responsibilities of Staff, Visitors and Contractors
- Risk Assessment Summary
- Accident, Incident and RIDDOR Policy
- Safeguarding Policy
- EYFS Safeguarding and Welfare Requirements

Reviewed and adopted: 1st March 2026
Version 1

Policy reviewed on: 1st March 2026
Next review due: 1st March 2027
Reviewed by: Hollie Durrant and Julie East

Date:	Review Date:
Signed: Print Name: (Chairperson)	Signed: Print Name: (Manager)

Appendix 1 – Fire Drill/Evacuation Log

Fire Drill / Evacuation Log

Date	Time	No. of Children	Staff Present	Time taken	Headcount completed (Y/N)	Issues / Observations / Action taken	Signature

Fire Drill / Evacuation Log

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