



Fire Safety and Evacuation Policy at Little Hearts Preschool Cranleigh

At Little Hearts Preschool Cranleigh, the safety of our children, staff, and visitors is our utmost priority.

We have implemented a comprehensive fire safety policy to ensure that everyone in our setting is protected and prepared in the event of a fire. Our fire safety measures are in full compliance with UK regulations and are regularly reviewed and updated to meet the highest standards.

Fire Safety Measures:

- Fire Doors:

All fire doors are clearly marked and kept free from obstruction at all times. These doors are designed to be easily opened from the inside, ensuring a quick and safe exit in the event of an emergency.

- Smoke Detectors and Firefighting Equipment:

- Compliance with Standards: Smoke detectors, alarms, and firefighting appliances (such as fire extinguishers) are installed in high-risk areas throughout the building. These devices conform to BSEN (British Standards European Norm) standards, ensuring their reliability and effectiveness.
- Regular Checks: The fire alarms and fire extinguishers are regularly checked and maintained by appointed services of The Parish Council, following the manufacturer's specifications to ensure they are in proper working order.

- Linked Fire Alarms: Our fire alarm system is directly linked to the local fire brigade, providing immediate notification in the event of an emergency. This ensures a rapid response from emergency services, which is crucial for the safety of all occupants.

- Fire Blankets: Fire blankets are strategically placed in the kitchen area, providing an additional layer of safety for dealing with small fires, particularly those that may involve cooking.

- **Emergency Lighting:** Emergency lighting is installed near all exits to ensure that everyone can safely navigate their way out of the building during a power outage or if visibility is compromised due to smoke.

Emergency Evacuation Procedures:

- **Approval and Display:**

Our emergency evacuation procedures have been carefully developed and approved by the Fire Safety Officer. These procedures are clearly displayed throughout the premises, ensuring that all staff, volunteers, parents, and visitors are aware of the correct actions to take in the event of a fire.

- **Staff and Volunteer Training:**

New members of staff, volunteers, and parents are thoroughly briefed on our fire safety protocols as part of their induction. This training includes a detailed explanation of the evacuation procedures to ensure everyone understands their role during an emergency.

- **Regular Fire Drills:**

We conduct fire drills at least once every term to practice our emergency evacuation procedures. These drills are crucial for familiarizing children, staff, and volunteers with the evacuation process and ensuring that everyone can evacuate quickly and safely.

- **Record Keeping:**

Detailed records are maintained for each fire drill, including the date, time, and outcome of the drill. Additionally, we keep records of all servicing and maintenance activities related to our fire safety equipment. These records are essential for ongoing compliance with fire safety regulations and for identifying any areas that may require improvement.

Fire Evacuation Procedure for Little Hearts Preschool Cranleigh

At Little Hearts Preschool Cranleigh, the safety of our children, staff, and visitors is our highest priority. We have established a clear and effective fire evacuation procedure to ensure that everyone can exit the building safely and quickly in the event of a fire or emergency. This procedure is regularly reviewed, practiced, and updated to maintain the highest standards of safety.

1. Raising the Alarm:

- **Detection:**

If a fire or smoke is detected, the nearest fire alarm should be activated immediately. The fire alarm system will automatically alert the local fire brigade due to its direct linkage.

- **Notification:**

Upon hearing the fire alarm, all staff members must immediately stop their activities and prepare to evacuate the children.

2. Immediate Actions:

- Evacuating the Children:
 - Staff should calmly and quickly gather the children, ensuring they are reassured and not frightened.
 - Staff will collect the daily attendance register, the visitors' book, and the emergency contact information.
 - Staff should also take the emergency evacuation kit, which includes basic first aid supplies, essential medications, and contact details.

- Role Assignment:
 - Each staff member is responsible for a specific group of children, and they must ensure that all children in their group are accounted for before leaving the room.
 - The designated fire marshal or most senior staff member on site will check all rooms, including bathrooms, to ensure no one is left behind.

3. Evacuation Route:

- Designated Exits:
 - All staff and children should proceed to the nearest safe fire exit, following the designated evacuation routes. These routes are clearly marked and displayed throughout the premises.

 - Staff should ensure that doors are closed behind them as they exit to prevent the spread of fire.

- Emergency Lighting: In case of poor visibility due to smoke or power failure, emergency lighting will guide the way to the exits.

4. Assembly Point:

- Location:

The assembly point is located at [Snoxhall Playing Fields Shelter], a safe distance from the building. If we are going to be out of the building for an extended period of time, our safe place is Cranleigh Parish Council Offices.

- Headcount:

Upon reaching the assembly point, staff must immediately conduct a headcount using the attendance register and visitors' book to ensure that all children, staff, and visitors are

present.

- Reporting:

Any missing persons should be reported to the fire marshal or the senior staff member in charge, who will inform the fire brigade upon their arrival.

5. Contacting Emergency Services:

- Confirmation:

Although the fire alarm system automatically alerts the fire brigade, the senior staff member should confirm that the fire service has been notified and provide them with any additional information they may require.

6. Parental Notification:

- Communication:

Once everyone is safely at the assembly point and accounted for, the senior staff member will contact parents to inform them of the situation and confirm that their children are safe.

7. Await Further Instructions:

- Fire Brigade Liaison:

The senior staff member or fire marshal will liaise with the fire brigade upon their arrival, providing them with details of the situation, including the location of the fire, any missing persons, and any hazards present in the building.

- Re-entry:

No one is permitted to re-enter the building until it has been declared safe by the fire brigade.

8. Post-Evacuation:

- Review:

After the incident, a full review will be conducted to assess the effectiveness of the evacuation procedure and identify any areas for improvement.

- Documentation:

The fire evacuation, including the time taken to evacuate and any issues encountered, will be documented and reviewed as part of our ongoing commitment to safety.

By following these procedures, Little Hearts Preschool Cranleigh ensures that all children, staff, and visitors can safely evacuate in the event of a fire, minimizing the risk of harm and maintaining a secure environment. Regular fire drills are conducted to ensure that everyone is familiar with these procedures and can execute them efficiently in an emergency.

Updated 10 Aug 2024

