



RAINBOW PRE-SCHOOL
Established 1979
Registered Charity No: 1026005
BAPTIST CHURCH HALL
2 Dukes Avenue, Muswell Hill, London N10 2PT
Telephone 020 8883 4010

Fire Safety and Emergency Evacuation

Policy statement

At Rainbow Preschool we take all reasonable steps to ensure the safety of the children, staff and others on the premises in the event of a fire or other emergency through our fire safety and emergency evacuation procedures.

The Fire Marshal is **Isabel**. The Deputy Fire Marshal is **Gina**. The Deputy Fire Marshal is appointed to oversee this role when the Fire Marshal is absent.

We ensure the premises are compliant with fire safety regulations, including following any major changes or alterations to the building. The Fire Marshal ensures all the appropriate fire detection and control equipment (e.g., fire alarms, smoke detectors, fire blankets and fire extinguishers) are in working order and seeks advice from the local fire safety officer as necessary. The Fire Marshal also has overall responsibility for the fire drill and emergency evacuation procedures. These are carried out and recorded for each group of children once each term. These drills are planned to occur at different times of the day and on different days of the week to ensure evacuations are possible under different circumstances and all children and staff participate in the rehearsals.

All staff receive fire safety and evacuation training (including as part of the induction) to help them understand their roles and responsibilities. This includes the steps they must take to ensure the safety of children, e.g., keeping fire doors free from obstruction; how to safely evacuate the children and where the evacuation meeting point is. The preschool has a specific evacuation plan, which includes alternative exits depending on where the fire may be situated.

Fire Safety Precautions

- Emergency routes and exits are indicated by signs
- All escape routes are kept clear at all times
- We ensure that fire doors are marked clearly, never obstructed and easily opened from the inside
- Fire alarm control panel is tested by an external contractor every 12 months.
- Manual fire alarm call points are tested by a competent contractor every 12 months
- Pictorial operational signs and 'action in the event of fire' signage is displayed adjacent to all manual fire alarm call points.

- Automatic fire detectors and fire-fighting appliances are tested externally by a competent contractor every 12 months.
- Emergency escape lighting is tested externally by a qualified electrician.
- Electrical fixed wiring tests are carried out by a qualified technician
- Portable Appliance Testing is carried out annually by a qualified electrician. Any faulty electrical equipment is taken out of use
- Supplies/ stores of combustibles are kept to a minimum and clear from ignition sources.
- Appropriate measures are in place for the safe storage and disposal of waste.
- Safe use of extension plugs and leads.
- Plans are in place to assist any persons that need assistance in the event of an emergency (Personal emergency evacuation plan.)
- Flammable chemicals are kept in the original containers, clearly labelled and stored out of the reach of children.
- Our emergency evacuation procedures are explained to new members of staff, volunteers and parents.
- A member of the MHBC premises team is responsible for carrying out regular checks on fire safety equipment e.g., emergency lighting, operation of manual call points, sounding the alarm etc.

Registration

An accurate record of all children and staff present in the building must be kept at all times with children marked in and out on arrival and departure. An accurate record of visitors is kept in the visitor's book. These records are taken out along with the register and emergency contacts list in the event of a fire/ emergency evacuation.

No smoking/ vaping policy

The preschool operates a strict no smoking / vaping policy – please see the separate policy for more details.

Emergency evacuation

Our evacuation procedures and practice drills are designed to address the following factors;

- How children are familiar with the sound of the fire alarm.
- How the children, staff and parents know where the fire exits are.
- How children are led from the building to the assembly point.
- How children will be accounted for and who by.
- How long it takes to get the children out safely.
- Who calls the emergency services, and when, in the event of a real fire.
- How parents are contacted.

Emergency evacuation procedure.

On discovering a fire:

- calmly raise the fire alarm by pushing the button on the nearest manual call point. Call points are located at all external exits in the building.
- commence evacuation procedures outlined below.

On hearing the alarm:

- Calmly gather the children in your care/ those nearest to you
- Follow guidance from the Fire Marshal who will assess the situation and nominate the nearest accessible exit.
- Calmly escort the children in your care to the Car Park behind the Church via the nominated exit.
- The Fire Marshal will assign a member of staff to carry out a headcount upon exit. (Where possible, staff should collect the Emergency Folder on exit. However, staff must not put themselves in danger.)
- Close all doors and windows behind you wherever possible.
- Do not stop to collect personal belongings when evacuating the building.
- Do not attempt to go back and fight the fire.
- Upon arrival at the assembly point, the assigned member of staff will carry out a second carry out a second headcount and inform the Fire Marshal if any children, staff or visitors are not accounted for.
- Do not attempt to go back in if any children or adults are not accounted for.
- Wait for the emergency services and report any unaccounted person to the fire service and/or police.
- All staff, children and visitors to remain outside of the building until the Fire Brigade/ Fire Marshal deems it safe to return.

If you are unable to evacuate safely;

- Stay where you are safe
- Keep the children calm and together
- Wherever possible, alert the Fire Marshal of your location and the identity of the children and other adults with you.

The Fire Marshal is to:

- Collect the children's register, fire bag and/or evacuation pack (containing emergency contacts list, nappies, wipes etc.)
- Telephone emergency services: dial 999 and ask for the fire service
- In the fire assembly point area – in the Car park behind the Church - check the children against the register.
- Account for all adults: staff and visitors.
- Advise the fire service of anyone missing and possible locations and respond to any other questions they may have.

Remember

- Do not stop to collect personal belongings when evacuating the building.
- Do not attempt to go back in and fight the fire.
- Do not attempt to go back in if any children are unaccounted for.

Fire drills

We hold fire drills regularly and record the following information about each fire drill in the fire drill record book:

- The date and time of the drill.
- Number of adults and children involved.
- How long it took to evacuate.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

This policy is updated at least annually in consultation with staff and/or after a fire evacuation practice and/or fire.

Legal framework

Regulatory Reform (Fire Safety) Order 2005