

Fire Safety and Emergency Evacuation

June 2025

Policy statement

We ensure the highest possible standard of fire precautions are in place. Where necessary we seek the advice. A Fire Safety Log is used to record the findings of risk assessment, any actions taken or incidents that have occurred and our fire drills.

Procedures

Fire safety risk assessment

- The basis of fire safety is risk assessment, carried out by the Manager of Domino Pre-school.
- The manager has received training in fire safety sufficient to be competent to carry out the risk assessment.
 - Our fire safety risk assessment focuses on the following for each area of the setting:
 - Electrical plugs, wires and sockets.
 - Electrical items.
 - Gas boilers.
 - Cookers.
 - Matches.
 - Flammable materials – including furniture, furnishings, paper etc.
 - Flammable chemicals.
 - Means of escape.
 - Anything else identified.
- Where we rent premises, we will ensure that we have a copy of the fire safety risk assessment that applies to the building and that we contribute to regular reviews.

Fire safety precautions taken

- We ensure that fire doors are clearly marked, never obstructed and easily opened from the inside.
- We ensure that smoke detectors/alarms and fire fighting appliances conform to BS EN standards, are fitted in appropriate high-risk areas of the building and are checked as specified by the manufacturer.
- We have all electrical equipment checked annually by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced.
- Our emergency evacuation procedures are:
 - clearly displayed in the premises;
 - explained to new members of staff, volunteers and parents; and
 - practised regularly, at least once every six weeks.
- Records are kept of fire drills and of the servicing of fire safety equipment.

Emergency evacuation procedure

Every setting is different, and the evacuation procedure will be suitable for each setting. It must cover procedures for practice drills including:

- 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.

Fire drills

We hold fire drills at least termly and record the following information about each fire drill in the Fire Safety Log:

- 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.

Legal framework

- Regulatory Reform (Fire Safety) Order 2005

Version	Changes made	Author	Date	Review Date
1.0	Baseline version	H Clarke	20 th September 2020	September 2021
1.1	Review – no changes	H Clarke	20 th September 2021	September 2021
1.2	New Logo	H Clarke	9 th November 2022	September 2023
1.3	Review – no changes	H Clarke	November 2023	September 2024
1.4	No changes	H Clarke	June 2025	September 2025