



# Laugh and Learn Pre-School

## Fire Policy

### **General Welfare Requirements in accordance with the EYFS**

Providers must take reasonable steps to keep children, staff and others on the premises safe and well.

### **Policy Statement**

Here at Laugh and Learn Pre-School the safety of all children, adults and staff on the premises is paramount to us, and the following procedures have been set down to ensure that appropriate fire detection and control equipment is in place and maintained and that the building can be evacuated safely in the event of an emergency. The safety of the children is a prime consideration in all that takes place at the pre-school at all times.

### **Procedures**

- ❖ It is the responsibility of the premises owner, West Tarring Young Peoples Hub, to ensure that the fire extinguishers and fire blanket are inspected annually and that they hold a copy of the current certificate on the premises.
- ❖ It is the responsibility of the premises owners, West Tarring Young Peoples Hub, to ensure that the intruder alarm system is inspected annually which includes inspection of the fire alarm and carbon monoxide alarm. It is the additional responsibility of all members of staff to test the fire alarm daily by pressing the test button as part of a daily risk assessment.
- ❖ It is the responsibility of the premises owners, West Tarring Young Peoples Hub, to ensure that the gas appliances at the premises (boiler) are inspected annually and that they hold a current certificate.
- ❖ It is the responsibility of the premises owners, West Tarring Young Peoples Hub, to ensure that all electrical appliances/heaters at the premises belonging to them are inspected annually and PAT tested where appropriate and that they hold a current certificate..
- ❖ All staff are responsible to visually check any electrical equipment they are using for signs of wear and tear prior to use, and all equipment will be visually inspected half termly as part of an ongoing risk assessment procedure.
- ❖ It is the responsibility of the premises owner, West Tarring Young Peoples Hub, to ensure that all of the fire exits are clearly marked, in working order, and kept clear and accessible. It is the additional responsibility of all staff to ensure on a daily basis that the fire exit doors are kept clear from pre-school equipment at all times whilst the pre-school is in session.
- ❖ It is the responsibility of all staff to ensure that they make themselves aware of all the fire exits within the building and that they are familiar with the evacuation procedures below.
- ❖ In the event of an emergency the following evacuation procedure should be followed in a calm and controlled manner. The safety and welfare of the children and adults is paramount however the adults should be aware not to frighten or alarm the children unnecessarily. Once the evacuation has been completed time should be taken to talk to the children to explain what has happened and why, and to comfort those who are unsettled.

## Evacuation procedure in the event of an emergency:

- ❖ All staff must carry a whistle at all times which is quickly and easily accessible. In the event of a fire or other emergency which requires immediate evacuation of the premises they must raise the alarm by blowing continuously on the whistle in long bursts. This will alert all staff that evacuation of the building must immediately commence.
- ❖ All members of staff will immediately and calmly escort the children and any visiting adults out of the building through which ever fire exit is most appropriate depending on the emergency which has occurred, and direct them to line them up against the opposite wall in the outside area where a "Fire Assembly Point" sign is displayed. All personal belongings and coats should be left in the building to avoid delay in the evacuation processes.
- ❖ The Deputy/ Leader of the session will collect the register from the kitchen counter where it is kept, ensure that she/he has the work mobile, and on the way out will also collect the visitor's book from the shelf near the main exit door. Once outside all staff will immediately count the children and adults to ensure all are present, and a formal register of children, visiting adults and staff will commence.
- ❖ The Deputy/Leader of the session will be the last to leave the building and will check the kitchen/quite area, hall, adult toilets and children's toilets closing the doors/windows as they go. They will check for remaining children, adults and staff and escort them from the premises. All staff should be satisfied that all children, visitors and staff are present, and the formal register should be completed to also confirm this.
- ❖ If it is discovered that any children or adults are missing or are still inside the premises, no member of staff or visitor will re-enter the building, but the emergency services will be informed immediately.
- ❖ Once outside the Deputy/ Leader will appoint a member of staff to telephone the emergency services and they should give clear directions to the location of the premises.
- ❖ The children can be moved to a safer distance from the building should the nature of the emergency require it. In the event of cold or wet weather or where the nature of the emergency requires a safe place away from the premises the children should be taken to: The George and Dragon Public House, 1 High Street, Tarring Village - Tel 01903 202497. Correct ratios should be maintained at all times where possible and once the children have been settled in the place of safety another headcount should be completed.
- ❖ The emergency Services attending will decide if and when it is safe to return to the building, if only to retrieve belongings. If is not possible to return to the building, parents will need to be contacted from the emergency details held in the register and on the mobile phone and asked to collect their children. The register must be marked accordingly and no child should be removed from the incident by a parent without the pre-school staff being made aware first.
- ❖ If it is possible to return to the building a member of staff will count the children back in and it will be important to gather the children together and talk about what has happened, and recognise how they feel about it, and offer reassurance.

## Fire Drill Procedure

- ❖ A fire drill will be carried out once every half term. The Fire Officer or a member of the management team will decide on which day this is to be carried out and will advise the staff that a fire drill will be taking place. At an appropriate time, the leader will blow a whistle and raise the fire alarm and the evacuation will take place in accordance with the above procedure.
- ❖ The fire drill will be practised at different times of the day and on different days of the week and will also test different fire exits as appropriate.
- ❖ Once the fire drill has been completed it is very important that the children are gathered and the reasons for the fire drill are discussed to avoid any unnecessary distress.
- ❖ The results of the fire drill will be recorded on the attached form and evaluated to ensure that any issues are resolved.

## **Monitoring and Review**

It is the role of the Owner/Manager and all Staff to ensure that this policy is fully implemented.

This policy links in with the following EYFS key themes and commitments:

| A Unique Child   | Positive Relationships                    | Enabling Environments      | Learning and Development |
|------------------|-------------------------------------------|----------------------------|--------------------------|
| 1.3 Keeping safe | 2.2 Parents as Partners<br>2.4 Key Person | 3.2 Supporting every child |                          |

This policy was written and effected by Sharon Bennett, Owner of Laugh and Learn Pre-School after discussion and review with staff and parents in the Autumn Term of 2023.

Signed: *Sharon Bennett*

Dated: February 2026      This policy will be reviewed in the Spring Term of 2028