

# The Children's Workshop

## Fire Safety & Emergency Evacuation Policy

At the Children's Workshop we make sure the pre-school is a safe environment for children, parents, staff and visitors through our fire safety policy and procedures.

The health & safety officer (Claire Farman) will liaise with the Methodist Church to make sure the pre-school premises are compliant with fire safety regulations, including following any major changes or alterations to the premises and will seek advice from the local fire safety officer as necessary.

The senior manager (Sarah Maynard) has overall responsibility for the emergency evacuation and fire practice procedures. These are carried out and recorded for each group of children every term. These drills will occur at different times of the day and on different days to ensure evacuations are possible under different circumstances and all children and staff participate in the rehearsals. Staff have their specific responsibilities and children very quickly become confident of the procedures.

The practices are timed and notes made and shared with staff. When changes to the Fire Drill are needed, staff are made aware of these on their first working day after the changes take place

The health & safety officer will liaise with the Methodist Church to check fire detection and control equipment and fire exits in line with the timescales in the checklist below.

### Fire checklist

	Who checks	How often	Location
Escape route/fire exits (all fire exits must be clearly identifiable)	Methodist Church	Termly	Blue & Red Group
Fire extinguishers and blankets	Methodist Church	Termly	Blue & Red Group, kitchen and hallways
Evacuation pack	Group Managers	Termly	Blue & Red Groups
Smoke/heat alarms	Methodist Church	Annually	
Fire alarms	Methodist Church	Annually	

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Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	Health & Safety Officer & Methodist Church	Termly	Blue/Red Group
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### Registration

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

### No smoking policy

The pre-school operates a strict no smoking policy – please see this separate policy for details.

### Fire practice procedure – refer to our Emergency Evacuation and Fire Practice Procedures.

On discovering a fire:

- Calmly raise the alarm by pressing one of the fire alarm buttons situated at the main blue door or the side Red group entrance.
- Immediately evacuate the building, following our Emergency Evacuation and Fire Practice procedures
- During evacuation, staff will not raise their voices to children unnecessarily and will maintain a calm composure. The welfare and wellbeing of the children will remain of paramount importance at all times
- Close all doors behind us wherever possible
- Do not stop to collect personal belongings on evacuating the building
- Do not attempt to go back in and fight the fire
- The Business Manager will call the Fire Brigade and any necessary services on 999.
- Immediate head count of the children will be taken followed by the register.
- In the event of an evacuation, the Manager and Deputy Manager will undertake a roll call of all on the premises as soon as the pre-school has been evacuated. They will have a copy of the daily register and contact details for the children and staff and the Visitors books. They will have a phone with them for making calls. The SENCO will check all rooms while leaving the preschool.
- Do not attempt to go back in if any children or adults are not accounted for
- Wait for emergency services and report any unaccounted persons to the fire service/police
- Parents are required to give emergency contact phone numbers and are responsible for notifying the Manager in writing of any changes or updating their Parent Admin account.
- Parents are required to sign the Emergency Medical Treatment Permission Forms.
- In an emergency requiring evacuation, arrangements are in place for children and staff to be accommodated at The Orchard Infant School (0208 979 2945) or St. Lawrence C of E (aided) Junior School (0208 941 0846) until collection
- Should the emergency relate to other education establishments, arrangements are in place for the children and staff to be accommodated at St Paul's Church, Church Road, East Molesey until collection
- Staff will remain with the children until they are collected
- In the event of a child not being collected at the end of a session, the Manager would be expected to wait for a reasonable length of time, e.g. an hour or two, during which time emergency contact

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numbers for the child would be used

- After that time, the Manager would be expected to use their own initiative, e.g. follow our Non-Collection of Child Policy.

## **Fire Evacuation Procedures**

1. Sound the alarm (Blue room entrance or Red room entrance)
2. Evacuate the children using the safest and nearest exit available  
Red room – via cloakroom  
Blue room – via side access

**Our assembly point is:           Front Garden**  
**Red Group – By buddy bench**  
**Blue Group – By blue room windows**

3. Close Doors behind you where possible
4. Claire Farman – take mobile phone, landline and grab bag outside  
Sarah Maynard (Shardelle Frost) – take contact folder and registers outside  
Malgo Kuziora (Debbie Smith) – check rooms are empty
5. Sarah Maynard (Shardelle Frost) – take Red room register  
Shardelle Frost (Claire Ford) – take Blue room register
6. Claire Farman (Malgo Kuziora) – Call 999
7. Contact Parents to collect their children

## **Remember**

- Do not stop to collect personal belongings on evacuating the building
- Do not attempt to go back in and fight the fire
- Do not attempt to go back in if any children or adults are not accounted for.
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<b>This policy was adopted on</b>	<b>Signed on behalf of the pre-school</b>
<i>Sep 2024</i>	<i>SM</i>

N.B. A Fire Risk Assessment will be undertaken by The Health & Safety Officer or as required if incidents occur. This will be kept with the overall Risk Assessment file in the Health & Safety folder.