



9. Fire Safety and Emergency Evacuation

FIRE ASSEMBLY POINT: RIDGE HOUSE (NEIGHBOURING PROPERTY)
INCIDENT ASSEMBLY POINT: DISABLED TOILET CUBICLE

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The fire extinguishers are annually maintained and inspected and where necessary we seek the advice of a competent person, such as the local Fire Officer in Newbury. This is the building owners' responsibility.

We will ensure fire doors are clearly marked, never obstructed and easily opened from the inside.

Our emergency evacuation procedures are approved by the Fire Safety Officer and are:

- Clearly displayed in the premises
- Explained to new members of staff, volunteers and parents
- Practiced regularly at least once every half term

Records are kept of fire drills.

FIRE DRILL PROCEDURE

If you discover a fire:

Raise the alarm to the Supervisor in the first instance. The Supervisor will assess the situation.

If the Supervisor feels the fire cannot be tackled without personal risk, adhere to the following procedure:

- Supervisor will set the alarm off, ask the children to stop what they are doing and to walk to the fire exit.
- The Supervisor will collect the register which will be hanging on the hook on the inside of the door.
- The gates are locked at the beginning of a session and the key to the gates is hung on the hook on the inside of the door. The supervisor will collect the key and register before leading the children to the assembly point with a member of staff at the rear of the line and one in the middle if staffing allows. A register will be taken.
- The children will then be taken to 'Ridge House', which is the neighbouring property on the right-hand side, looking toward the church. Parents/Carers will be given full instructions when they are contacted about picking their child up.
- The remaining staff member brings the mobile phone basket, checks the building for any remaining children, Closes doors and windows, rings the Fire Brigade on 999, (not during drill) stating clearly the address, then leaves the building to join the group.
- **Address: St Peter's Pre-School, BEHIND St Peter's Church, Southend Road, Bradfield Southend, RG7 6EU**



St Peter's Pre-School Policies and Procedures
March 2025

- No person/s are to return to the building until told to do so. When returning to the building, the register is taken again.
- In the case of a Fire Drill, it is recorded on the **fire drill log**, dated, timed and signed. The assembly point will be at the lower playground alongside the hedge.
- In the case of a potential knife or gun attack, all children and staff will lock themselves in the disabled toilet. The supervisor will grab the register and mobile phone basket.
- All staff have completed Fire Safety training.

This policy was adopted at a meeting of the Pre-school held on (Date)

Signed on behalf of the Pre-school: (Chairperson)