Fire Safety Policy

Policy created	01.09.2008	Version number	9.2
Last reviewed	01.11.2026	Next review date	01.11.2027

Policy Statement

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The Setting Manager and Pre-school staff are familiar with current legal requirements, but specialist advice will be sought if necessary.

Procedures

If you discover a fire

1. Immediately raise the alarm: the whistle will be blown 3 times
2. If in charge of children, pass their care to the nearest member of staff
3. Do not attempt to tackle the fire unless you have been trained and feel comfortable to do so. In any event, you should not take personal risk and must always ensure that the appropriate adult to child ratio is maintained
4. Leave the building, assisting with the evacuation of the children

On hearing the alarm

1. Evacuate the children in your care by using the nearest available exit and KEEP THE CHILDREN TOGETHER.
2. Dial 999 or 112 using the Pre-school mobile telephone and ask for the Fire Service. Give the full address clearly.
3. Proceed to the assembly point in the Parish Hall car park.
4. The Preschool Leader/Setting Manager will call the register to ensure that no-one has been left in the building.

DO NOT stop to collect personal belongings

DO NOT re-enter the building until told it is safe to do so by the Fire Service.

THE EVACUATION AND SAFETY OF THE CHILDREN MUST BE THE FIRST PRIORITY

AT ALL TIMES remain calm and reassure the children

Once all children are accounted for, the Pre-school will move from the assembly point to Plymtree Primary School if considered a safer option and parents of the children will be informed by telephone and asked to collect their child from the school playground. Any child

whose parents have been unable to be contacted will remain at the school with the Preschool Leader/ Setting Manager and one other member of staff until the end of the session.

The drill will be practised with children in each half term on each day of the week that Pre-school is open to ensure all children attending take part. Parents are encouraged to discuss these instructions with their child/ren, emphasising the need to be prepared in the unlikely event of a fire during a Pre-school session.

A record of fire drills or related incidents will be kept by the Settings Manager.

Designated Fire Officer – Most senior member of staff on duty

Document History

Date	Change details	Name
18/01/2010	Add that fire can be tackled only if adult; child ratio maintained. Change name of Fire Marshall to Play leader.	Shelley Robinson
09/02/2011	Reviewed	Jackie Crowe
16/03/2012	Added practice on each day in a week that Playgroup is open	Jackie Crowe
02/03/2013	Reviewed – 'if trained and comfortable to do so' added.	Rowan Pettitt
21/04/2013	Changed 'Playgroup' to 'Pre-school'	Rowan Pettitt
18/09/2013	Updated logo	Julie Pearce
01/04/2014	Policy reviewed	Julie Pearce
03/02/2015	Policy statement added. Amended wording of provisions regarding tackling fire to make it a less positive obligation. Added that Pre-school will only move to the school once all children are accounted for.	Ellie Hibberd
03/12/2015	Policy review – added requirement for Settings Manager to keep a record of fire drills and related incidents. Updated to read 'Designated fire officer and to state that this would be the most senior member of staff on duty at the time Changed policy name to 'Fire Safety Policy' to make it easier to find	Rowan Pettitt
03/08/16	Policy reviewed – no changes.	Rowan Pettitt
01/01/18	Policy reviewed – no changes.	Rowan Pettitt
16/05/18	Play Leader changed to Pre-school Leader	Ellie Hibberd
02/10/18	Policy reviewed – no updates	Donna Manser
01/10/19	Policy reviewed – no updates	Donna Manser

23/10/20	Policy reviewed – no updates	Anna Shelbourne
22/09/21	Policy reviewed – no updates	Anna Shelbourne
29/09/22	Policy reviewed – no update	Anna Shelbourne
01/09/23	Policy reviewed – no update	Charlotte Gibbins
01/09/24	Policy reviewed- no update	Charlotte Gibbins
01/10/25	Policy reviewed – added “if considered a safer option” re. moving to school.	Clare Livingstone
01/11/26	Policy reviewed – no updates	Clare Livingstone