

## **Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment**

### **Fire safety and emergency evacuation**

#### **Policy statement**

We are committed to ensuring the highest possible standard of fire safety for all children, staff, parents and visitors. We comply with all relevant fire safety legislation, including the Regulatory Reform (Fire Safety) Order 2005, and follow local guidance provided by the London Borough of Bromley and the London Fire Brigade.

We maintain a robust fire safety risk assessment, undertake routine checks, and practise regular evacuation drills to ensure that, in the event of a fire or emergency, children and adults can leave the premises quickly, calmly and safely. Reasonable adjustments are made when required to support children with SEND or mobility needs.

A Fire Safety Log Book is maintained and kept up to date with all checks, risk assessments, equipment servicing, and evacuation records.

#### **Procedures**

##### **Fire Safety Risk Assessment**

- A comprehensive fire safety risk assessment is conducted by a 'competent person', in line with the Regulatory Reform (Fire Safety) Order 2005 and Home Office fire safety guidance for educational settings.
- The risk assessment is reviewed:
  - at least annually;
  - after any significant change to the premises or equipment; and
  - following any incident involving fire or near miss.

The risk assessment includes, but is not limited to:

- Electrical plugs, wires, sockets, and appliances.
- Gas boilers and heating systems.
- Cookers and kitchen equipment.
- Smoking materials (if applicable - usually none on early years premises).
- Flammable materials such as furniture, furnishings, displays and paper.
- Chemicals and cleaning products.
- Storage arrangements to prevent fire loading.
- Means of escape and evacuation routes.
- Emergency lighting (if installed).
- Assembly point accessibility.
- Any additional risks identified specific to the building.

##### **Premises shared or rented**

- Where we operate from rented or shared premises, we:

## **Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment**

- obtain and retain a copy of the building's fire risk assessment,
- communicate regularly with the responsible person (e.g., site manager, landlord, church warden),
- ensure any actions relevant to our use of the premises are completed.

### **Fire Safety Precautions**

We ensure the premises meet fire safety requirements by:

- Ensuring fire doors are clearly labelled, kept unobstructed, and open easily from the inside without a key.
- Ensuring smoke alarms, heat detectors, emergency lighting (where installed) and firefighting equipment meet BS EN standards and are serviced by approved contractors at the required intervals.
- Ensuring electrical equipment is PAT-tested annually and any defective equipment is removed immediately.
- Ensuring staff and volunteers receive fire safety instruction as part of induction and are confident in evacuation procedures.
- Ensuring all exit routes are kept clear and that signage is visible and appropriate.
- Keeping evacuation procedures:
  - clearly displayed at child and adult height in key areas,
  - communicated to staff, students, volunteers and parents,
  - reviewed and practised regularly, at least once every term, and more frequently if risk assessment indicates a need.

### **Emergency Evacuation Procedure**

Our evacuation procedure ensures:

- Children understand the fire alarm sound through regular practice.
- Staff lead children calmly and promptly to the designated assembly point using the nearest safe exit.
- A designated staff member collects:
  - the daily register,
  - staff signing-in sheet,
  - emergency contact information,
  - the emergency evacuation grab bag (if used).
- Staff conduct roll-call and account for all children, staff and visitors.
- A designated staff member calls 999 and reports the exact nature of the emergency.
- Staff contact parents once the immediate risk has been managed and safe arrangements are confirmed.

We consider the needs of:

## **Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment**

- children with SEND,
- children with mobility limitations,
- children who may become distressed by alarms.

Reasonable adjustments may include:

- Personal Emergency Evacuation Plans (PEEPs),
- visual supports,
- designated staff to support individual children.

### **Fire Drills**

We conduct termly fire drills, including at different times of day and in varying circumstances to ensure preparedness.

For each drill, we record in the Fire Safety Log Book:

- Date and time.
- Number of children, staff and visitors present.
- Evacuation time.
- Any delays or issues encountered.
- Actions taken to improve safety or procedures.

Patterns or concerns identified from drills are addressed promptly.

### **Additional Emergency Situations**

This policy also applies to events requiring emergency evacuation such as:

- gas leak,
- flooding,
- electrical failure,
- bomb threat or suspicious package,
- nearby incident requiring emergency services lockdown or evacuation.

Staff follow the procedures set out in our Lockdown Policy where evacuation is not the safest option.

### **Staff Responsibilities**

- The Manager is responsible for ensuring full compliance with fire safety legislation.
- All staff must:
  - know evacuation routes,
  - know their role during an emergency,
  - maintain calm and ensure children's safety at all times,
  - report any fire safety hazards immediately,
  - participate fully in fire drills and training.

## **Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment**

### **Legal Framework**

- Regulatory Reform (Fire Safety) Order 2005
- Fire Safety Act 2021
- Fire Safety (England) Regulations 2022
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999

### **Further Guidance**

- Fire Safety Risk Assessment - Educational Premises (Home Office)
- London Fire Brigade Regulatory Fire Safety Guidance
- Early Years Foundation Stage (EYFS) Statutory Framework (DfE 2024/25)
- Bromley Council: Fire Safety Requirements for Early Years Providers