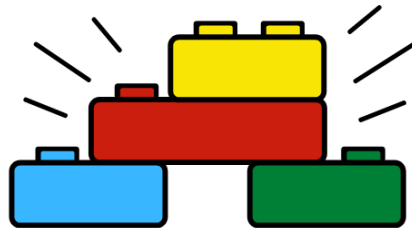


BRIGHT **BLOCKS** PRESCHOOL



EMERGENCY EVACUATION & FIRE SAFETY POLICY

At Bright Blocks Preschool, we believe that every child deserves the best possible start in life and the support that enables them to fulfil their potential. Our staff, volunteers, church community, parents and carers and anyone involved in our preschool community have an essential role to play in making it safe and secure. Our setting aims to create the safest environment within which every child has the opportunity to achieve their full potential and we take seriously our responsibility to promote the welfare of and safeguard all the children entrusted to our care.

This is a core policy that forms part of the induction for all staff. It is a requirement that all members of staff have access to this policy and sign to say they have read and understood its contents.

Date written: February, 2022

Date of last update: November, 2023

Date agreed and ratified by Bright Blocks Preschool Directors: November, 2023

Date of next full review: November, 2024

This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedures.

Key Contacts

	Name	Contact information
Designated Safeguarding Lead (DSL)	Elaine Nwokolo	07593 019 237 brightblockspreschool@gmail.com
Deputy Designated Safeguarding Lead	Hamilton Nwokolo	07957 742 448 brightblockspreschool@gmail.com
Manager	Elaine Nwokolo	07593 019 237 brightblockspreschool@gmail.com
Parish Fire Safety Officer	Sally Shaw	0789 984 351

Safeguarding and Welfare Requirement:

Safety and Suitability of Premises, Environment and Equipment

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency, and must have an emergency evacuation procedure.

Our premises have been checked by Ofsted and they meet the requirements of the Early Years Foundation Stage. Risk assessments of the indoor and outdoor spaces, including equipment will be completed as per Ofsted guidelines once a year. We ensure premises present no risk by fire by ensuring the highest possible standard of fire precautions.

Emergency

The preschool will ensure to always have access to a landline telephone or a mobile phone which is always fully charged.

Up to date lists of the following telephone numbers are always readily to hand; Parents of the children and emergency contact numbers, the children's doctor's surgery and nearest hospital with accident and emergency department.

Fire Safety

A full updated First Aid Kit is available and when needed a travel first aid kit. We ensure that we have a copy of the fire safety risk assessment that applies to the building we rent and we contribute to regular reviews.

Regular fire drills are completed. Children are encouraged to take part and are made aware of the sound of the fire alarm. All children are informed where the fire exits are in the event of an emergency and what is involved once an evacuation or fire alarm occurs. We record dates and time of fire drills.

All electrical equipment is checked annually by a qualified electrician. Any faulty equipment is repaired or replaced. Fire safety is very important to Bright Blocks Preschool to keep our staff, children and their families safe as well as any visitors/contractors we have on site.

Our trained Fire Marshal is Elaine Nwokolo, Preschool Manager.

Emergency evacuation procedure for All Staff Members

On hearing the fire alarm:

- Calmly call children in your care together
- Visually check the space around you is empty
- Leave the building via the nearest, safe emergency exit
- Headcount the children in your care, alerting the manager if any are missing
- Remain outside the building until the manager deems the premises as safe

Manager:

- Assign the management of the children in your care to another member of staff
- Collect the registers, visitors book and contact information
- Sweep through the building to check for children or visitors left behind
- Ensure that the fire brigade have been alerted
- Remain outside of the building until a member of the fire authority deems it safe to return
- During drills, time and record the time taken to clear the premises

Assembly Point:

- **Route A** – Children, staff and visitors should leave the building through the fire exit doors at the back of the hall, walk to their right side and stand at the end of car park.
- **Route B** – to the assembly point. This route consists of exiting the preschool through the main church entrance – to the left over the grassed area to the assembly point in the car park behind the church.

Our fire drill record book contains:

- The date and time of when the drill took place
- How long it took
- Whether there were any problems that delayed the evacuation.
- Any further action taken to improve the drill procedure.

Fire Fighting Equipment

We have firefighting equipment located around the premises; the type of fire equipment will depend on what the risks are in that area (as different extinguishers are used for different materials; refer to the signs near the extinguishers). Our firefighting equipment and their location are:

- Kitchen – powder extinguisher and fire blanket
- Main Hall – foam and carbon dioxide extinguisher
- Lobby – carbon dioxide

Only a trained and authorised person should try and use firefighting equipment. Only attempt to fight a fire if you are not putting yourself or others at risk.

Fire Doors

Fire doors always need to be kept closed. Our fire doors are:

- Door to the main hall
- Door to the main kitchen

Fire Drills

Here at Bright Block's we complete a fire drill every three months to ensure everyone knows how to react to a fire. The purpose of a fire drill is to:

- ensure staff know the correct procedure
- ensure the fire marshal carry out their duties effectively
- help identify problems with our emergency plan

All fire drills are recorded.

Registration

An accurate record of all staff and children present in the building must be kept at all times and children/staff must be marked in and out on arrival and departure. An accurate record of visitors must be 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 nursery operates a strict no smoking policy, which acts as a preventative measure of the starting of a fire.