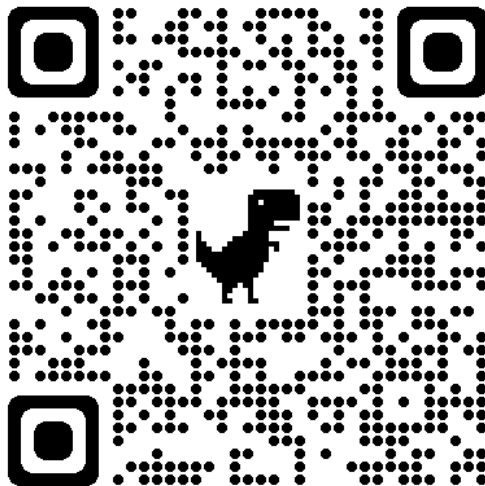




# Fire and emergency evacuation policy



Sticky Fingers aspires to provide a safe, fun and welcoming environment for everyone. We offer children experiences to support their development. Empowering them to reach their full potential



**Sticky Fingers Pre-School**  
Newlands  
% Newlands Primary School  
Windermere Avenue  
Millbrook  
SO16-9QX  
023 80764499  
07442379780

**Sticky Fingers Pre-School**  
Redbridge  
% Redbridge Primary school  
Studland Road  
Millbrook  
SO16-9BB  
02380 764717  
07726772381

**Sticky Fingers Pre-school**  
Tanners Brook  
% Regents Park Community  
centre  
Elmes Drive  
Millbrook  
SO15-4PF  
07871880785

**Sticky Fingers Pre-school**  
Spring road  
% 14th Itchen Scout hut  
Spring road  
Sholing  
Southampton  
SO19-2NZ

<https://www.facebook.com/stickyfingerspreschool>  
[info@stickyfingersps.co.uk](mailto:info@stickyfingersps.co.uk)

## **Fire and Emergency Evacuation**

### **Designated Fire Marshals are:**

Kayleigh C (Newlands)  
Rachel C (Redbridge)  
Diane B-H (Tanners Brook)  
Laura K (Spring road)

### **The deputy Designated Fire Marshals are:**

Katy R (Newlands)  
Abby L/Stacey W (Redbridge)  
Carly B (Tanners Brook)  
Paula T (Spring road)

### **Aim**

Our provision is a suitable, clean, and safe place for children to be cared for, where they can grow and learn. We meet all statutory requirements about fire safety and fulfil the criteria for meeting the relevant Early Years Foundation Stage Safeguarding and Welfare Requirements.

### **Objectives**

- We recognise that we have a corporate responsibility and a duty of care for those who work in and receive a service from our provision, but individual employees and service users also have a responsibility to ensure their own safety as well as that of others. Risk assessment is the key means through which this is achieved.
- A fire safety risk assessment is carried out by a competent person in accordance with the Regulatory Reform (Fire Safety) Order 2005.
- Following an emergency evacuation we complete an Emergency Evacuation reporting sheet (see appendix A.)
- Necessary equipment is in place to promote fire safety.
- Fire Drills (to include emergency evacuation procedures and lock down) are held at least termly.

### **On hearing the alarm**

- The staff will escort all children and adults outside via the nearest fire exit. They should assemble children outside at the fence and hold onto a ring, attached to a rope.
- The deputy/ room leader/ health and safety lead will stand at the front of the row and lead the children and adults to the assembly point. They will have the register, visitors' book and staff signing in sheets.
- Staff will support any visitors on what to do and stand throughout the rows of children explaining what

we are doing and offering reassurance.

- The lead/health and safety officer acts as the Competent person. They will check the building and follow on behind the group.
- The lead will be responsible for the 'roll call,' however if the lead is not present when everyone else has arrived at the assembly point the deputy/room leader will take over the role of 'Competent person' and conduct the 'roll call.'
- The competent person will liaise with the Primary School's competent person on whether everyone is safely out of the building and any points of assessment that may need to be dealt with.

**Sticky Fingers Redbridge:**

Fire assembly point is located at the front of the school building behind the mound.

In the event of an emergency/bomb evacuation the assembly point will be at the back of the school field.

**Sticky Fingers Newlands:**

Fire assembly point is located in the MUGA (Multi-use games area) on the school playground.

In the event of an emergency/bomb evacuation the assembly point will be at the back of the school field.

**Sticky Fingers Tanners Brook:**

Fire assembly point is located along the fence on the grass area in the garden.

**Sticky Fingers Spring road:**

Fire assembly point is located on the far side of the grass area in the garden near the exit gate.

- Once the school/organisation or fire marshal has given all clear, the Pre-School may return into the building.
- In the event we cannot gain access back into the building we can take the children to MP3 hall (Redbridge & Newlands,) Tanners Brook Primary School unless the school is the source of the fire and then we would use Millbrook Church (Tanners Brook) or we walk with the school to their emergency collection school. In this event, we will take the children to a safe space and contact their parents/guardians using the emergency contact information stored at the back of the register and on CPOMS.

## **Management responsibilities**

Sticky Fingers Pre-School will ensure that:

- Risk assessments for significant workplace activities are in place and emergency plans and procedures are developed before work commences. (More details below under record keeping)
- The Lead Practitioner will take on the role of 'Competent person' and complete risk assessments including a fire safety risk assessment within the setting.
- Provide information, instruction and training to employees and contractors on the emergency arrangements including escape routes, muster points and shut down procedures etc.
- Ensure that emergency routes are clearly defined, kept clear, well-lit and that there is suitable access for emergency services.
- Investigate all emergency situations using an emergency evacuation recording sheet (see Appendix A.)
- A register of staff, children, visitors, and students is kept up-to-date and will be taken to the fire assembly point in the event of an evacuation. In the back of the register will be a list of each child's main emergency contacts. This is in case we are unable to access the building again.
- When visitors sign in, they are told about fire and emergency evacuation procedures and to follow the staff's direction.
- A fire logbook is kept up-to-date and that it is available, on request, to the enforcement agencies.
- A regular check is made to ensure escape routes and doors are not obstructed.

### **Fire safety precautions include:**

- Fire exit signs are the green 'running man' signs and are in place and clearly visible.
- Fire exits by doors are those that show a green light at night.
- Internal fire exit doors will be unlocked automatically by the school's system when the fire bell is

raised. The main fire exit to the outside will be locked in the safety of the children. These are the main entry and exit doors, these are not push bar emergency doors.

- All the exit doors will be closed at all times and not wedged open, with exception to the main pre-school door leading to the garden for the children to enter and exit during free flow times.
- Fire evacuation notices are in every room; these are displayed in print large enough to read from a short distance. They say where the assembly point is.
- Fire alarms are in place and tested monthly by the building owners, and where necessary supplemented with visual warnings. This is recorded.
- Smoke alarms are in place and tested monthly by building owners. This is recorded.
- A fire blanket is in place in the kitchen (and any other location where there is a cooker).
- Fire extinguishers are in place and are appropriate.

**Sticky Fingers - Newlands & Redbridge** - The Head teacher and governing body have overall responsibility of Health and Safety, including fire evacuations and assessments.

**Sticky Fingers - Tanners Brook** - The Regents Park Community Centre Committee has the overall responsibility of Health and Safety, including assessments. Sticky Fingers have the overall responsibility for fire evacuations.

**Sticky Fingers -Spring Road** - The Group Trustee Board has the overall responsibility of Health and Safety, including assessments. Sticky Fingers have the overall responsibility for fire evacuations.

Sticky Fingers Pre-school Responsibility	Head teachers and Governing Bodies/Community Centre Committee/Group Trustee Board Responsibility.
<ul style="list-style-type: none"> <li>• Sticky Fingers Pre-school has a copy of the fire safety risk assessment that applies to the attached Primary School and will incorporate this into our policy and procedures.</li> <li>• Fire doors within Sticky Fingers Pre-school are clearly marked, never obstructed, and easily opened from the inside.</li> <li>• Our emergency evacuation procedures are clearly displayed in the premises; explained to new members of staff, volunteers and parents; and practised regularly at least once every six weeks. These are logged with any assessments reported to the competent person.</li> <li>• Children are familiar with the sound of the Primary school's or buildings fire bell which we participate in.</li> <li>• During our own drill's we call fire evacuation in a loud clear voice whilst ringing the fire bell or blowing a whistle.</li> <li>• All fire exits are clearly marked, and the setting will practise drills via different exits.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide Sticky Fingers Pre-school with a copy of their Fire policy.</li> <li>• Fire doors are clearly marked, never obstructed, and easily opened from the inside.</li> <li>• All fire equipment is strategically placed according to the area.</li> <li>• All exits and emergency lighting is tested regularly.</li> <li>• Regular checks are carried out on all equipment to ensure adequate functionality and these checks are logged in the fire logbook.</li> <li>• Records are kept of fire drills and the servicing of fire safety equipment.</li> <li>• The head teacher or Fire warden will liaise with the Pre-School's Lead/Deputy to make sure everyone is out of the building safely.</li> <li>• In the event of a real fire the emergency services will be contacted through the primary school.</li> </ul>

### Employees Responsibility

- Attend basic training in fire prevention and the action to take in the event of fire.
- Co-operate with the pre-school's arrangements for fire prevention in the workplace, being aware of:
  - The actions to be taken on discovery, or suspicion of a fire, and on hearing the alarm.
  - The location of fire alarm call points within the premises and the method of operation.
  - The location of firefighting equipment within the premises and the method of operation of all escape routes within the premises.
  - The purpose of fire resisting doors and their locations within the premises.
  - Evacuation procedures for the premises and the location of the assembly point.
  - Practice and promote fire prevention.
  - Report immediately any faults, damage to emergency equipment or concerns with emergency safety plans to the Pre-school Manager so that any shortfalls can be investigated, and remedial

action taken.

- Not wedge fire doors open.
- Cooperate with management arrangements for fire prevention in the workplace.
- Accept individual responsibility to take reasonable care for the health and safety of themselves and for any other person who may be affected by their acts or omissions.

### **In the event of a terrorist attack or national emergency**

- In the event of a terrorist attack or national emergency Sticky Fingers Pre-School staff will protect, comfort, and support the children in our care.
- They will comply with instructions given from emergency services and constantly reassure the children.
- If a parent is caught up in an incident, then Sticky Fingers Pre-School staff will look after the child/ren until a nominated person is available to collect them.
- We do understand that during major incidents the mobile phone networks are often not available and some landlines can be cancelled to free up communication systems for emergency services. The pre-school will however attempt to contact parents/carers and ask that they try to do the same.
- We will keep you up to date through our website, social media or radio.
- The children in our care will be protected from information that could cause distress.
- During these events we will follow the lockdown procedure below unless instructed by emergency services to leave the building. If we are required to leave the building, we will follow the fire and emergency evacuation plans above.

### **Lock Down Procedures**

Most procedures for handling an emergency are focused on an event happening in the building. However, in some situations you will be advised to stay put (lock-down) rather than evacuate. 'Lock-down' of a building/group of buildings is intended to secure and protect occupants in the proximity of an immediate threat. By controlling movement in an area, emergency services can contain and handle the situation more effectively.

- The setting manager assesses the likelihood of an incident happening based on their location.
- All Staff will be informed quickly and quietly by a member of the management team.
- Allocated staff will make sure all windows, doors (internal and external) and gates are closed and locked, blinds and shutters are down, lights off or down low.
- Staff rehearse simple 'age appropriate' actions with the children such as staying low to the floor, keeping quiet and listening to instructions in the same way that fire procedures are practiced.
- The management team will contact the correct professionals for the type of threat.
- Once any danger has passed the ALL-CLEAR will be given by a member of management and the normal day will resume.
- Emergency procedures are reviewed and added to if needed.
- If we are required to evacuate the building, we will do so quickly and quietly following our normal evacuation procedures unless otherwise informed by another agency.
- Information about this procedure is shared with parents and all staff are aware of their role during 'lockdown'.
- A text/phone message/Tapestry message is issued to parents when lockdown is confirmed.

### **Lockdown Record and Reporting for a real incident.**

- Staff will ensure that they have the register and children's details.
- Staff or children who have witnessed an incident will need to tell the police what they saw. The police may require other individuals to remain available for questioning.
- The setting manager reports the lockdown to their line manager as soon as possible. In some situations, this may not be until after the event.
- A record is completed as soon as possible.

Amended: September 2023

Manager on behalf of Sticky Fingers: