

Promoting health, safety and hygiene



3.13 Fire Safety & Emergency Evacuation

Policy Statement

We are familiar with current fire safety legislation and keep fire risks low by ensuring high standards of fire precaution.

Fire safety precautions taken

- We have appointed fire wardens who have completed appropriate training. Fire wardens in the pre school barn are Jenny Harrison, Vicky Cook. Fire wardens in the nursery Barn are Billie Lambell and Chanelle Lamb. Hayley Majeika and Sophie Sweeney are also fire wardens. All Fire wardens have yellow Fire Warden Vests.
- Fire doors & exits are clearly marked, never obstructed or propped open. Fire doors in lower building are linked to a magnified device.
- Smoke detectors/alarms and firefighting equipment conform to BS EN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- All portable electrical appliances are checked annually by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced.
- Our emergency evacuation procedure is practiced at least every six weeks and is clearly displayed on the premises with records kept of drills and servicing of equipment.
- Our fire meeting point is located in the parent's car park. Signage shows meeting point.
- We test our fire alarm break glass weekly.
- We have personal Emergency Evacuation plans (PEEP) in place for those who require it.

Procedure

Our emergency evacuation procedure For the **Nusery Barn** is as follows:

- Person discovering the fire is to raise the alarm by ringing the fire bell, situated in all the hallways. Only fight the fire after sounding the alarm, if you feel it is safe to do and if by not extinguishing it will lead to a greater risk.
- All staff should calmly ask the children to leave what they are doing, and lead them outside, fire marshals to check that the designated area is clear (if safe to do so) before leaving. All staff, visitors and children should leave personal belongings behind. Ensure that all doors are closed behind you as you leave.
- Nursery Barn Room Leaders (or person covering) will evacuate their children from the room and lead them into the playground. Each class will line up in front

of the green shelter fence. Senior members of staff will make any necessary provision for the children with additional needs/ disabilities. A head count of each class is performed if safe to do so. Classes then reconvene at the fire point in the main carpark.

- The manager takes the register of the children and staff once at the designated fire point and checks with each fire marshal to ensure their designated area was clear.
- The manager then uses a mobile phone to call emergency services and parents.

Fire Marshalls in Nusery Barn are:

- Hayley Majeika - Office
- Sophie Sweeney - Office
- Billie Lambell - Rabbits room (ground floor)
- Chanelle Lamb - Otters room (upper floor)

Designated areas Nursery barn are as follows:

- Rabbits room leader - room and toilet
- Squirrels room leader - room and toilet
- Hedgehogs room leader - room and toilet
- Otters room leader - room and toilet

Our emergency evacuation procedure for the Preschool Barn is as follows:

- Person discovering the fire is to use the break glass situated in one of five places (kitchen, outside dining room, top of stairs (x2) and the bottom of the stairs by fire escape route). Only fight the fire after sounding the alarm if you feel it is safe to do and if, by not extinguishing it will lead to a greater risk.
- Maria Roberts (Cook) to shut off mains electricity via the isolation switch located to the right hand side of the cooker.
- All staff should calmly ask the children to leave what they are doing, and the Foxes room leader should lead them outside via the fire escape door situated in the Owls (ensuring that the fire door is being held open). One member of staff at top of stairs, 1 member of staff at bottom of stairs and 1 member of staff in the walkway outside the building. Fire marshal (Jenny Harrison) should check that the designated areas (Badgers, Foxes, and Owls) are clear, if safe to do so, before leaving. All staff, visitors and children should leave personal belongings behind. Ensure that all doors are closed behind you as you leave. Ducks and Swans room leaders to check that their designated areas are clear, if safe to do so, before leaving.
- Preschool Barn room leaders (or person covering) will evacuate the children from the rooms and lead them to grassed area, by the fence. Each class will line up and commence a headcount, before re grouping at the fire point. Senior

members of staff will make any necessary provision for the children with additional needs.

- The manager takes the register of the children and staff once at the designated fire point and checks with each fire marshal to ensure their designated area was clear.
- The manager then uses a mobile phone to call emergency services and parents.

Fire Marshalls in **Preschool Barn** are:

- Jenny Harrison, Owls room (upper floor)
- Vicky Cook, Swans room (Ground floor)

Designated areas **Preschool Barn** are as follows;

- Swans room leader - room and toilet
- Ducks room leader - room and toilet
- Jenny Harrison checks Badgers, Foxes and Owls classrooms and toilets
- Kelly Theobald/ Julie Quegan - kitchen and dining room

This policy was adopted by staff at Beechoak Farm Montessori preschool.

Held on 2nd December 2024

Date to be reviewed December 2025

Signed on behalf of Beechoak Farm Montessori by

Charlotte Muggleton
Proprietor

&

Hayley Majeika
Manager