

This policy will be reviewed in full by the Senior Leadership Team on an annual basis.

Date the policy was last reviewed and agreed	SLT		SLT	
	Name	Signature	Name	Signature
February 2026	Natasha			

This policy is due for review up to 12 months from the above date

Emergency Evacuation and Fire Safety Policy

Legal Basis: Related Sub Section in The Statutory Framework for The Early Years Foundation Stage (March 2021)

Safety

3.56. 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. Providers must have appropriate fire detection and control equipment (for example, fire alarms, smoke detectors, fire blankets and/or fire extinguishers) which is in working order. Fire exits must be clearly identifiable, and fire doors must be free of obstruction and easily opened from the inside.

1 INTRODUCTION

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The manager and staff ensure they are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as the local Fire Officer, or Fire Safety Consultant.

2 PROCEDURE

- The basis of fire safety is Risk Assessment. These are carried out the manager and deputy manager.
- The Health and Safety Officer is listed on the Welcome Board.
- As the Preschool is in rented premises, we ensure that we collaborate with the landlord with regard to the fire safety risk assessment that applies to the building, and that they contribute to regular reviews.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire-fighting appliances that conform to BSEN standards are fitted in appropriate high risk areas of the building and are checked by a fire safety officer arranged by the landlord.
- 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 a half term, on different days each half term.
- Records are kept of fire drills and the servicing of fire safety equipment.

Emergency evacuation procedure can be found: _____

3 FIRE SAFETY EVACUATION PRACTICE PROCEDURE

Every half term we practice our fire drill and make a record of: (Appendix 1)

- Child and staff attendance (can identify individuals that have not practised).
- Date and time of drill.
- How long it took.
- Any problems or notable factors that may have helped or hindered the drill.

Any further action taken to improve the drill procedure.

STAFF DECLARATION

I agree that I have read and understood the information set out in this policy, and will abide by it.
I understand that if I have any questions about this policy, I will raise them with my manager prior to signing my agreement below.

[illegible]

Appendix 1

Preschool – Fire/Lockdown Drill Record

[illegible]