

Fire safety and Emergency Evacuation

Policy statement

Our provision is a suitable, clean, and safe place for children to be cared for, where they can grow and learn. We ensure the highest possible standard of fire precautions are in place employees have a responsibility to ensure their own safety and that of others. Risk assessment is the key means through which this is achieved.

Our designated Fire Officer is Emma Guy.

Fire Safety

A fire safety risk assessment is carried out by a competent person in accordance with the Regulatory Reform (Fire Safety) Order 2005.

Fire safety precautions

The following fire safety precautions are taken:-

- All electrical equipment is checked annually by a qualified electrician.
- Any faulty electrical equipment is taken out of use and either repaired or replaced.
- Matches are stored in the kitchen wall cupboard.
- Fire drills are held regularly to ensure staff and children are familiar with the fire exit procedure.
- Drills are recorded and any points for further action noted.
- Fire exit signs are the green 'running man' signs and are in place and clearly visible.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke alarms are in place and are regularly tested monthly.
- A fire blanket is in place in the kitchen.
- Fire extinguishers are in place and are appropriate.

Terrorist threat / lockdown

In the case of an emergency (other than fire) the manager will act quickly to assess the risk of immediate danger. In most cases the assumption should be that it is safer to stay put and place the setting into 'lockdown' until the emergency services arrive. 'Lockdown' of a building 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.

Emergency 'lockdown' procedures will be practised so staff and children are familiar with the procedure.

In the event of a lockdown, staff must:

- Stay calm.
- Ensure staff and children stay in their designated areas.
- Stay away from windows and doors and stay low. Staff may rehearse this with children in an age-appropriate way.
- Provided it is safe to do so, remain where they are and await further instructions from emergency services.
- Do NOT open the door once it has been secured until they are officially advised 'all clear' or are certain it is emergency services at the door.
- Do NOT call 999 again unless they have immediate concern for their safety, the safety of others, or feel they have critical information.

Following the lockdown:

- Staff will cooperate with the emergency services.
- Staff will ensure that they have the register and children's details.
- Depending on the severity and type of incident, staff and children may need to be checked by medical teams or questioned by the police.
- In the event of an incident, it is inevitable parents/carers will want to come to the setting and collect their children immediately. They will be discouraged from doing so, until the emergency services give the all clear. It will be made absolutely clear to parents/carers that staff will be acting on the advice of the emergency services at all times.
- Communication with parents/carers during an emergency 'lockdown' will be by existing group channels (social media, email etc) insofar as possible. Parents/carers should be discouraged from calling Woodland Corner directly for updates to ensure the phone line remains clear.

Members of the public should always remain alert to the danger of terrorism and **report any suspicious activity to the police on 999 or the anti-terrorist hotline: 0800 789 321.**

For non-emergency calls to the police, call 101.

Legal framework

- Regulatory Reform (Fire Safety) Order 2005
- Electricity at Work Regulations (1989)

Further guidance

- Fire Safety Record (Alliance Publication)
- Fire Safety Risk Assessment: Educational Premises
- www.communities.gov.uk/publications/fire/firesafetyrisk6

This policy was adopted at a meeting of Woodland Corner

Held on (date) 12th November 2025

Signed on behalf of the Management Committee

Jess Brown

Role of signatory (e.g. chairperson etc.)

Chairperson

Review date

November 2026

Appendix 1

Fire and Emergency Evacuation Procedure

- On hearing the fire alarm or smoke alarm or discovering a hazard, the session leader will give a loud blast on the whistle.
- All staff and children in the main classroom and kitchen will congregate at the middle door FIRE EXIT.
- Staff, visitors and children in the garden will congregate at the gate furthest from the building.
- Staff, visitors and children in the lobby area will congregate at the main entrance FIRE EXIT.
- The session leader will collect the register and visitors book and lead the children to the designated meeting point on the school playground.
- A designated staff member will check toilets, cupboards, office, and kitchen to ensure building is empty and then exit by the FIRE EXIT.
- Emergency Services will be contacted as soon as possible by the manager, administrator or the session leader.
- The session leader will be responsible for calling the register and accounting for all children, staff and visitors.
- The premises will only be re-entered once it is safe to do so.
- The manager, administrator or the session leader will be responsible for contacting parents/carers by telephone if required.