



Fire Safety Policy and Procedure

Lymestone Preschool ensure the highest possible standard of fire precautions. We meet all statutory requirements about fire safety and fulfil the criteria for meeting the relevant Early Years Foundation Stage Safeguarding and Welfare Requirements. Where necessary we will seek the advice of a competent person, such as our Fire Officer or Fire Safety Consultant. A Fire Safety book is used to record the findings of risk assessments, any actions taken or incidents that have occurred, our fire drills, and all checks regarding fire safety.

Lymestone Preschool Assembly point in an event of a fire is: ***Candy's Field – Outside Youth hut building***

Fire safety

Lymestone Preschool understands the importance of vigilance to fire safety hazards. Our fire assembly point is displayed in each room. Fire exit signs are clearly visible with illuminated green 'running man' signs. Fire exits are always kept clear and closed when children are not accessing outside areas. Empty rooms will be locked but are easily unlocked via a thumb turn or key hung close by. Fire extinguishers are in place and are appropriate. CO2 in office and kitchen, Foam in the storeroom, fire blanket in the kitchen. Fire extinguishers and fire alarm systems are regularly tested in accordance with manufacturer's guidance (Yearly basis). The Preschool Manager is the designated Fire Safety Officer who will be responsible for arranging fire drills and tests. Fire drills will take place periodically and staff may or may not be informed when these will occur. Fire alarm and equipment checks are completed by the fire safety officer or deputy manager and will take place weekly. Fire drills, fire incidents and equipment checks are recorded in the Fire safety book.

All staff are aware of the location of all fire extinguishers, fire exits, break glass points, the fire assembly point and where fire safety equipment is stored. Staff will all hold a hold a fire safety certificate. The Manager and deputy manager will also be fire warden trained.

Children will be made aware of the fire safety procedures by practicing our evacuation procedures on a regular basis. All children will be made aware of the location of fire exits and the fire assembly point.

Fire Prevention

The Preschool will take all steps possible to prevent fires occurring. As such, the manager and the staff team are responsible for:

- Ensuring that there are sufficient power points and these are not overloaded with adaptors.
- Ensuring that the Preschool's Smoking, Alcohol and Drugs policy is always observed.
- Checking before use for frayed or trailing wires.
- Any faulty electrical equipment is taken out of use and reported.

- Checking that fuses are replaced safely.
- Unplugging or switching off all equipment before leaving the premises.
- Storing any potentially flammable materials safely.
- Visitors sign in on our visitor's log and notified of closest emergency exits in an event of a fire.
- Matches and firelighters used in the nature garden for the fire pit, are stored in a tin in the office on top of a filing cabinet, out of reach of children.

Manager and Business manager additional responsibilities:

- Faulty equipment is fixed by a qualified electrician or condemned in a timely manner.
- Fire alarm tests are carried out weekly, and any faults are recorded and relevant external companies contacted to rectify issue.
- Ensure all electrical items are PAT tested annually.
- Ensure fire alarms and equipment is annually tested.
- Fire safety procedures are explained to new staff, and volunteers as part of the induction process.
- Fire blanket and extinguishers and fire exit checks are carried out monthly and any faults are recorded and rectified in a timely manner.
- Completing the board located in rooms of the lead fire officer, who is to collect the registers and visitor logbook in the event of a fire, and the person last out the building who will perform the final sweep of anyone left behind each morning.

Procedures

A Fire Risk Assessment have been carried out and will be kept under continuous review, updating when necessary. Regular maintenance checks will be carried out as identified in the risk assessment and recorded in the Fire Safety folder.

Fire risk assessment will include the following:

- Identify fire hazards
- Location
- People at risk
- Evaluate the risk
- Remove or reduce risk where possible
- Any significant findings, recommendations and reviews

Fire Drills

Fire Drills will be held at least once on a termly basis and the following information about each fire drill will be recorded in the Fire Safety book:

- The date and time of the drill.

- Number of adults and children involved.
- How long it took to evacuate.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

In the event of a fire

In the event of a fire the Preschool will follow these procedures:

- A member of staff will raise the alarm immediately and the emergency services will be called at the earliest possible opportunity.
- All children will immediately be escorted out of the building and to the assembly point using the nearest marked exit. (Flight risk children will have a member of staff always holding their hand.)
- No attempt will be made to collect personal belongings, or to re-enter the building after evacuation until emergency services say it is safe to do so.
- Daily registers, visitor's logbook, and staff sign in sheet will be collected by the designated person on the day if safe to do so.
- The work mobile phone (with contacts installed) will be collected by the member of staff manning the office, providing that this does not put anyone at risk when exiting the building.
- If safe to do so a final check will be performed by the designated last out allocated for that day, checks for any remaining people, and all fire doors and windows will be closed to prevent further spread of fire.
- The register will be taken and all children, visitors and staff accounted for. If any person is missing from the register, the emergency services will be informed immediately.
- Only when it is safe to do so will anyone enter the building, and all children will be counted back into the building.
- Fire logbooks will be updated periodically.
- Ofsted will be informed of any significant events.

This policy was agreed by Preschool committee

Date: 30/06/2025

Last Reviewed

Date: 04/03/2026