



**This policy was updated in June 2024 and will be reviewed annually.**

## **Fire Safety and Emergency Evacuation Policy**

### **Statement of Intent**

Ladybird Playgroup Thriplow CIO ensure that the highest possible standard of fire precautions are in place. Our Chairperson and Playgroup Manager are familiar with the current legal requirements.

### **Aims**

Where necessary, we seek the advice of a competent person such as our Fire Officer or Fire Safety Consultant. A Fire Safety Log Book is used to record the findings of risk assessment; any actions taken; incidents that have occurred and fire drills. Downloadable Fire Safety Log Books are freely available online. We ensure our policy is in line with the procedures specific to our building, making reasonable adjustments as required.

### **Procedures**

#### Fire Safety Risk Assessment

- The basis of fire safety is risk assessment. Risk assessments are carried out by a 'competent person.'
- The Ladybird Playgroup Manager has received training in fire safety sufficient to be competent to carry out the risk assessment. This will be written where there are more than five staff and will follow the Government guidance Fire Safety Risk Assessment Educational Premises (HMG 2006). Where necessary, we seek the advice of a competent person, such as our Fire Officer or Fire Safety Consultant.
- Our fire safety risk assessment focusses on the following for each area of the setting.
  - Electrical plugs, wires and sockets.
  - Electrical items.
  - Cooker.
  - Matches.
  - Flammable materials – including furniture, furnishings, paper etc.
  - Flammable chemicals
  - Means of escape.
  - Anything else identified.
- As we rent the premises, we ensure that we have a copy of the fire safety risk assessment that applies to the building and contribute to regular reviews with Thriplow Primary School.
- Reviews and updates to the fire risk assessment are undertaken annually



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School Lane, Thriplow, Royston, Herts, SG8 7RH

CIO Charity Number 1162435

Tel: 01763 208055 Email: [ladybirdplaygroupthriplow@gmail.com](mailto:ladybirdplaygroupthriplow@gmail.com) Web: [www.ladybird-playgroup.co.uk](http://www.ladybird-playgroup.co.uk)

### Fire Safety Precautions Taken

- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire-fighting appliances conform to BSEN 3 standards, are fitted in appropriate high-risk areas of the building and are checked as specified by the manufacturer.
- Electrical appliances are checked annually by a qualified electrician, in line with Thriplow Primary School.
- The fire extinguishers are checked annually for any faults and replaced immediately, in line with Thriplow Primary School.
- All Ladybird Playgroup Thriplow CIO staff and parent helpers are aware where the fire extinguishers are situated and they know how to use them. Ladybird Playgroup Thriplow CIO staff and parent helpers supervise children when playing near or around this equipment at all times.
- Every five years a qualified electrician undertakes a complete circuit check.
- Any faulty electrical products are immediately disposed of.
- The kitchen area of the Ladybird Playgroup Thriplow CIO is kept locked at all times. Children are not permitted to go in there.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
  - Clearly displayed in the premises
  - Explained to new members of staff, volunteers and parents; and
  - Practised regularly, at least once every term.
- Regular fire drills are performed in conjunction with Thriplow Primary School. A record of each fire drill is made in the Fire Safety Check Log Book. Records are also kept of the servicing of fire safety equipment.
- We ensure all new staff read this policy.

### Evacuation Procedure

#### *Alarm*

Fire bell ringing with continuous sound of bell.

#### *Exit*

Instructions about this are clearly displayed in all rooms. All staff are familiar with these.

#### *Procedure*

On discovering a fire, the nearest fire alarm will be activated. It is normally the responsibility of the Playgroup Leader to inform the Fire Brigade. On hearing the alarm, pupils and staff will immediately walk quietly (without running) via the fire exit to the assembly area in the playground.

Ensure that doors are shut.



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No electrical apparatus should be disconnected or touched.

If any pupils and staff are working in the upstairs classroom the usual rules for evacuation apply, except where the lobby or stairs have become blocked. In this case staff will ask the pupils to return to the upstairs classroom making sure that the fire door is properly shut and await further instructions from the fire brigade on their arrival.

### *Checks*

The Playgroup Leader will remain in the building and check all rooms are vacated, including the main room, kitchen, all toilets, cloakroom and upstairs.

### *Assembly*

The children assemble in the playground, furthest away from the scene of the fire.

We will aim to keep all children within the boundaries of the school grounds. The children will be moved to an area within the grounds as far from the source of danger as possible.

Visitors must follow instructions they can read on arrival.

The following process will be followed:

1. Registers, Staff signing in List, Visitors book and Playgroup mobile phone to be taken out to playground by Playgroup Leader.
2. Staff to check pupils against the register, confirming numbers present with Playgroup leader.
3. The Playgroup Leader will check that staff and visitors have left the building.
4. No-one should re-enter the building after the fire alarm sounds.
5. Return only when the all-clear is given by the Playgroup Leader

In the event of a catastrophic emergency which necessitates evacuation of all children from the school grounds, the children and adults will make their way to KWS on Church Street which will be a rendezvous point.

### General Information:

All fire blankets in Ladybird Playgroup Thriplow CIO are asbestos free.

It is a legal requirement that staff report to their Health and Safety Representative, anything that in their opinion constitutes a hazard or danger to any person.

We carry out an emergency evacuation fire drill at least once per term. These drills reflect different needs:

1. Rehearsal at a known time to practice.
2. Rehearsal at an unknown time to ensure procedures are followed.
3. Regular checks on exit instructions are made.



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### Procedures for: Intruders posing a safety hazard

- Politely greet the intruder, identify yourself and ask the purpose of their visit whilst having a member of staff close by to secure the door and for support if needed.
- Explain that all visitors must sign in.
- If the intruder becomes agitated and refuses to leave the building peacefully, endeavour to calm the person whilst trying to gain the attention of your staff member to call the police.
- If the intruder persists, the children and staff will assemble together on the 'carpet' away from the windows and doors and will be distracted by staff, register and telephone will be taken with them, and they will stay there until the police arrive.
- If the intruder leaves before the police arrive do not attempt to detain them.
- If the intruder does not leave before the police arrive, explain to the officers what has happened, so they can deal with the intruder.
- Remember to log the incident and review security measures. Parents will need to be prevented from entering the site if the situation occurs at pick-up time.

### Procedure if: Intruder is armed:

- All staff will be alerted and the police contacted immediately.
- Try to remain calm diverting the intruder as far away from the children as possible.
- The children and staff will assemble together in the children's toilets, away from the windows and doors and will be distracted by staff, register and telephone will be taken with them, and they will stay there until the police will arrive.
- If the intruder shows a weapon try to remain calm do not try to disarm them, reassure them that it is not necessary for them to use it.
- Once the police arrive, make them aware of where the intruder is and any weapon you may have seen describing the intruder and reporting anything relevant the intruder may have said.
- All staff and children should remain where they are unless directed otherwise by the police.
- Incidents should be recorded and security procedure reviewed and updated. Parents will need to be prevented from entering the site if the situation occurs at pick-up time.

### Invacuation Procedure – Thriplow Primary School Policy:

#### *If You are Aware of a Danger Outside of the School Building:*

- Initiate the agreed alarm sound.
- It is the responsibility of all staff to raise the alarm.

#### *On raising the alarm:*

#### *If Outside:*

- Everyone should enter the building as quickly as possible by the nearest door. Everyone should then enter a classroom and follow adults' instructions to hide as best as possible and remain silent. Ladybird children should follow the procedure above for 'armed intruder' i.e. go to the Children's



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toilets.

- Adults should lock the door and remain inside the area until advised it is safe to come out.

### *If inside the building:*

- Everyone should enter a classroom (in the case of Ladybirds, it's the toilet area or upstairs – away from the intruder) and follow adults' instructions to hide as best as possible and remain silent.
- Adults should lock the door, and remain inside the area (as above, the toilet area or upstairs) until advised it is safe to come out.

### *Alerting the Authorities of the Danger:*

- It is the responsibility of all adults on the school site to try and contact 999 if they are aware of a danger, and it is safe to do so.

### General Information on The Invacuation Drill:

An emergency invacuation drill is carried out at least once per term. These drills reflect different needs:-

1. Rehearsal at a known time to practice the invacuation procedure.
2. Rehearsal at an unknown time to ensure procedures are followed.

### Bomb Threats:

Following a series of malicious hoax communications to schools across the UK it important that staff are alert, but not alarmed. This is an opportunity for staff and Committee to review security plans to confirm that the arrangements you should already have in place are still current and have been tested to ensure staff and students are prepared and confident.

The UK terrorist threat level is currently at SUBSTANTIAL; meaning an attack is a strong possibility (June 2024).

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, often the work of malicious jokers, although terrorists do make hoax calls with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police.

Calls may be of two kinds:

- Hoax threats designed to disrupt, test reactions or divert attention.
- Threats warning of a genuine device – These may be attempts to avoid casualties or enable the terrorist to blame others if there are casualties. However genuine threats can provide inaccurate information about where and when a device might explode.

All staff who could conceivably receive a bomb threat should be familiar with this handling procedures or have ready access to instructions.



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Even though staff may be unable to assess a threat's accuracy or origin, their impressions of the caller could be important. The member of staff who receives the threat may not be prepared – receiving such a threat may be the closest that many people ever come to acts of terrorism. Staff should:

- Stay calm and listen.
- Obtain as much information as possible – try to get the caller to be precise about the location and timing of the alleged bomb and whom they represent. If possible, keep the caller talking.
- Ensure that any recording facility is switched on.
- When the caller rings off, dial 1471 (if that facility operates and you have no automatic number display) to see if you can get their number.
- Immediately report the incident to the relevant manager, to Thriplow Primary School to decide on the best course of action and notify the police. If you cannot get hold of anyone, and even if you think the call is a hoax, inform the police directly. Give your impressions of the caller and an exact account of what was said.
- If you have not been able to record the call, make notes for the police. Do not leave your post – unless ordered to evacuate – until the police arrive.

### Plan Of Action in Severe Weather Conditions:

- If Ladybird Playgroup Thriplow CIO is to be closed, the Playgroup Leader will contact parents by email or phone.
- Whether or not Ladybird Playgroup Thriplow CIO is closed to pupils, staff should make every effort to report for work without putting themselves at risk.
- In the event of weather conditions deteriorating during the day and the need to send pupils home early, children should have emergency arrangements organised by their family. These contacts are held in the emergency contact section in the student's files.
- Where Ladybird Playgroup Thriplow CIO remains open, but staff are unable to travel due to adverse weather conditions, staff must contact the Playgroup Leader.

### **Legal Framework**

- *Regulatory Reform (Fire Safety) Order 2005*

### **Further Guidance**

- *Fire Safety Risk Assessment – Educational Premises (HMG 2006)*
- *Fire Safety Record (Pre-school Learning Alliance 2015)*



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This policy was adopted at a meeting of the Ladybird Playgroup Thriplow CIO	
Held on (date)	
Signed on behalf of the Ladybird Playgroup Committee	
Role of signatory (e.g. chairperson etc.)	
Signed by Playgroup Leader/Deputy	
Name of Playgroup Leader/Deputy	