42. FIRE SAFETY & 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 meet all statutory requirements about fire safety and fulfil the criteria for meeting the relevant Early Years Foundation Stage Safeguarding and Welfare Requirements.

At ASK, we ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The person in charge and our members of staff are familiar with the current legal requirements. Where necessary, we seek the advice of a competent person, such as our Fire Officer or Fire Safety Consultant. A Fire Safety Log is used to record the findings of risk assessment, any actions taken or incidents that have occurred, and our fire drills. We ensure our policy is in line with the procedures specific to our building, making reasonable adjustments as required.

Our Designated Fire Marshall is: **RUKHSANA MAHMOOD**

Procedures

Fire safety risk assessment

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- The Deputy 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 members of staff, and will follow the Government guidance Fire Safety Risk Assessment - Educational Premises (HMG 2006).
- Our fire safety risk assessment focuses on the following, for each area of ASK:
  - electrical plugs, wires and sockets;
  - electrical items;
  - gas boilers;
  - cookers;
  - matches;
  - flammable materials – including furniture, furnishings, paper etc.;
  - flammable chemicals;
  - means of escape; and
  - anything else identified.

- As we rent our premises from All Saints' Church, we will ensure that we have a copy of the fire safety risk assessment that applies to the building, and that we contribute to regular reviews.

Fire safety precautions taken

- We ensure that fire doors are clearly marked, never obstructed and easily opened from the inside.
- We ensure that smoke detectors/alarms and fire-fighting appliances conform to BS EN standards, are fitted in appropriate high risk areas of the building, and are checked as specified by the manufacturer.
- We have all electrical equipment checked annually by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced.
- 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 six weeks.
- Records are kept of fire drills and of the servicing of fire safety equipment.

Emergency evacuation procedure

Covers procedures for practice drills including:

- How children are familiar with the sound of the fire alarm.
- How the children, staff and parents know where the fire exits are.
- How children are led from the building to the assembly point.
- How children will be accounted for and by whom.
- How long it takes to get the children out safely.
- Who calls the emergency services, and when, in the event of a real fire.
- How parents are contacted.

Fire drills

We hold fire drills at least once per term and record the following information about each fire drill in the fire drill record 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.

This policy was adopted by:	ASK Kindergarten & Clubs
On:	May 12, 2026
Date to be reviewed:	May 12, 2027
Signatory:	Mark Stewart
Role of Signatory:	Owner & Ofsted Registered Provider