



Fire Practice and Evacuation Policy and Procedure

Policy Statement

Bradpole Preschool believes that the safety and well-being of children, staff, volunteers, and visitors is of paramount importance. We are committed to providing a safe environment and taking all reasonable steps to minimise the risk of fire and ensure the safe evacuation of the premises in the event of an emergency. We ensure that all staff are familiar with fire safety procedures and their responsibilities in the event of a fire. Children are introduced to fire evacuation procedures through regular fire drills carried out in a calm and reassuring manner, helping them to become familiar with the routine and respond safely should an emergency occur.

We maintain appropriate fire detection and fire-fighting equipment, carry out regular fire evacuation practices, and work in partnership with The Sir John Colfox Academy to ensure that fire safety arrangements are effective and up to date.

This policy should be read alongside the Health and Safety Policy, Risk Assessment Policy, First Aid Policy, and Supervision of Children on Outings and Visits Policy.

Procedures

- If we have been made aware that a fire drill is to take place that day, we will advise the children and staff at the beginning of the session that a fire drill is to take place and what will happen.
- The Sir John Colfox Academy fire alarm is a continuous bell.
- The preschool leads, Sally Parmiter or Nikki Moss, will collect the register, the phone and the key for the Astro Court.
- Children and staff will line up by the fire door. The preschool leads or deputies leading the session will lead the group out of the building in an orderly manner through the main exit.
- The Health and Safety Officer, Lisa Hunt, or one of the Deputies, Ellie Webb or Jemma Battrick, will be the last to leave, having ensured that all areas, including the toilets, are clear of children and adults.
- The assembly point is opposite the preschool on the Astro Court. The register will be called and checked by the preschool leads or deputies.
- Children and adults will remain outside until the building has been checked and declared safe. The preschool leads or deputies will report to the reception team at Sir John Colfox Academy, located by the tennis courts, to confirm that all children and adults are present and accounted for.
- In the event of an actual fire, children will remain at the assembly point until they are collected by their parents/carers, unless alternative instructions are given by the emergency services.
- The nominated Fire Officers are the preschool leads and deputies.
- The nominated Fire Officers will ensure that fire drills are carried out at least once every half term.
- A written record of all fire drills will be maintained, including the date, time taken to evacuate, any issues identified, and any actions taken.
- Fire control equipment is inspected annually, as arranged by the school, and confirmation is obtained that these inspections have been completed.
- The fire evacuation procedure will be displayed where staff, parents/carers, and children can easily see it, on red paper.



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Premises

- We will notify Ofsted of any significant changes to the premises or any significant events affecting the premises, where required.
- We take reasonable steps to ensure the safety of children, staff, volunteers, and visitors in the event of a fire and maintain a clear procedure for the emergency evacuation of the premises.
- A fire blanket is located in the kitchen area, next to the fridge.
- A fire extinguisher is located in the toilet area.
- A fire alarm and smoke detector are fitted within the room.
- There are two clearly marked fire exits within the room; one leads into the main school and the other leads out to our main gate exit, through our preschool outside area.

Legal Framework

- Regulatory Reform (Fire Safety) Order 2005
- Health and Safety at Work etc. Act 1974
- Early Years Foundation Stage (EYFS) Statutory Framework

Further Guidance

- Fire Safety Risk Assessment: Educational Premises Guidance
- Dorset & Wiltshire Fire and Rescue Service Guidance

This policy was adopted at a meeting of: The Committee of Bradpole Preschool

Held during Summer Term 2026.

Date to be reviewed: Summer Term 2027