

**Under Fives Roundabout
Warwick Road
Cambridge
CB4 3HN**

Fire Evacuation Procedures

Statement of intent

The Pre school and Playgroup will follow the procedures for evacuating the building in the event of the fire alarm being sounded in a way that ensures that all children are safely led away from the building and adults do not take any undue risks.

Aims for fire safety

We aim to ensure:

- No child or adult will take unnecessary personal risks
- All staff and volunteers are fully inducted in fire safety procedures including exits and equipment (details kept in lobby in Health and Safety file)
- All staff receive fire training within the first week of employment and once a year after that
- Staff fully understand the required procedures and understand their role
- Staff will follow day to day procedures to reduce the risk of fire
- At least two staff will carry a key for the small gate at all times
- Advice from the fire brigade will be followed on any matters arising from their visit, including discussing with the committee on matters outside of our control
- The fire procedure is displayed on the wall of each room
- Fire drills are carried out at least every half term and accurate records kept
- The room leader in each group at each session will act as the evacuation coordinator
- A designated person in each session will check the building to make sure it is clear of children and adults and have a mobile phone to call 999 if necessary
- A formal management risk assessment is performed once a year and all existing risk assessments are regularly monitored and reviewed when required

- Daily hazard checks are also carried out to ensure fire exits are clear. Our fire exits are the main doors out of preschool and playgroup.
- We keep accurate registers of children, staff and visitors session (including arrival and departure times)

In the event of a fire occurring in the building

- The alarm will sound
- The room leader will take the register and lead the children and adults out of the nearest fire exit through the low gate into Mayfield school playground for register.
- The designated member of staff will call 999.

If evacuation is required DO NOT:

- Stop to collect belongings - leave building immediately as instructed
- Return to the building until instructed by fire brigade
- Attempt to fight the fire in order to leave the building unless it is strictly necessary

The nominated coordinator will escort everyone to the place of safety (assembly point) by opening the small gate leading to the Mayfield school playground.

The register will be checked by the room leader at the assembly point.

The assembly point for everyone to gather in a fire emergency is:

**Pre-school – chicken coop
Playgroup – wooden train**

If full evacuation is required off-site due to a major incident at Roundabout or fire in the school, the assembly point will be Arbury Primary School