

St James Church Pre-School CIO

Fire Safety Policy



We ensure our premises present no risk of fire by providing the highest possible standard of fire protection. The management and staff are familiar with current legal requirements. This policy outlines the actions taken in the event the fire alarm is sounded. The pre-school understands the importance of vigilance to fire safety hazards. The church has an up-to-date fire certificate for the whole building. There are fire notices on all doors in the building.

Links to: Every Child Matters: Staying Safe

Links to Early Years Foundation Stage: Safeguarding and Welfare Requirements: Safety and Suitability of premises, environment and equipment: Risk Assessment

Fire Safety

The pre-school 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 that these are not overloaded with adaptors.
- Checking for frayed or trailing wires.
- Checking that fuses are replaced safely.
- Unplugging all equipment before leaving the premises.
- Storing any potentially flammable materials safely.
- Ensure

The committee is responsible for ensuring that all electrical items are PAT tested annually.

The pre-school premises are rented from the church. While the church have their own fire risk assessment, the pre-school performs an annual risk assessment at the beginning of the academic year as provided by the EYLA, which includes fire safety.

Fire Drills

The manager is responsible for arranging the fire drills. These will happen once every half term. Alarms are maintained by the church. The fire drill procedure will be clearly displayed in the preschool classroom for all parents, visitors and helpers to read. Visitors will be informed of exits. Records are kept of fire drills.

Emergency Evacuation Procedure

When a fire is found:

- The manager blows a whistle.
- All children and adults assemble in the middle of the room.
- One member of staff takes the phone so that they may call the fire brigade once outside.
- The children all hold a rope with a member of staff at each end.

- The member of staff acting as fire marshal checks all rooms and toilets.
- The session supervisor takes the register, which also contains contact details for the families of all children.
- The children and adults file outside via the door to the garden and stand as far away from the building as possible, beyond the tree to the front of the church building.
- The member of staff acting as fire marshal closes the hatch and fire doors on leaving the building.
- The register is called to confirm numbers.
- Wait for the fire brigade and/or the all-clear to return to the building.
- If it is not safe to return to the building the supervisor or another member of staff will contact the parents/carers to come and collect their child(ren) as soon as possible.

Legal framework

- Regulatory Reform (Fire Safety) Order 2005

Further guidance


- Fire Safety Risk Assessment - Educational Premises (HMG 2006)

This policy was adopted by	St James Church Preschool CIO	<i>(name of provider)</i>
On		<i>(date)</i>
Date last updated	11 th March 2025	<i>(date)</i>
Date last reviewed	11 th March 2025	<i>(date)</i>
Date to be reviewed	March 2026	<i>(date)</i>

Signed on behalf of the provider

Name of signatory

Role of signatory



Nicola Tivey

Chair