



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

**Updated: 01.09.2025**

### **Fire safety**

The Practice Manager at Hanslope Pre-school has access to, or a copy of, the fire safety procedures specific to the building, and ensures they align with these procedures. The Practice Manager makes reasonable adjustments as required to ensure the two documents do not contradict each other.

### **Fire safety risk assessment**

Fire safety risk assessment form is carried out in each area of the setting by a competent person, or a named fire marshal, using the five steps to fire safety risk assessment as follows:

#### **1. Identify fire hazards**

- Sources of ignition.
- Sources of fuel.
- Sources of oxygen (including oxygen tanks for disabled children).

#### **2. Identify people at risk**

- People in and around the premises.
- People especially at risk, including very young babies, less ambulant disabled children or those using specialised equipment, such as splints, standing frames.

#### **3. Evaluate, remove, reduce and protect from the risk**

- Evaluate the risk of the fire occurring.
- Evaluate the risk to people from a fire starting on the premises.
- Remove and reduce the hazards that may cause a fire.
- Remove and reduce the risks to people from a fire.

#### **4. Record, plan, inform, instruct, train**

- Record significant findings and action taken.
- Prepare an emergency plan.
- Inform and instruct relevant people; inform and cooperate with others.
- Provide training.

#### **5. Review**

- Keep assessment under review and revise when necessary.

### **Aim**

That we meet all statutory requirements about fire safety and fulfil the criteria for meeting the relevant Early Years Foundation Stage, Safeguarding and Welfare Requirements.

### **Objectives**

- We recognise that we have a corporate responsibility and a duty of care for those who work in and receive a service from our provision, but individual employees and service users also have a responsibility to ensure their own safety as well as that of others. Risk assessment is the key means through which this is achieved.
- A fire safety risk assessment is carried out by a competent person in accordance with the Regulatory Reform (Fire Safety) Order 2005.
- A Fire Log is completed and regularly updated.
- Necessary equipment is in place to promote fire safety.

### **Legal references**

Regulatory Reform (Fire Safety) Order 2005)

Electricity at Work Regulations (1989)

### **Further guidance**

Fire Safety Record (Alliance Publication)

[Fire Safety Risk Assessment: Educational Premises](#) (Gov.uk)

Signed on behalf of Hanslope Pre-school

A handwritten signature in black ink, appearing to read 'Emma Courtney', written over a horizontal line.

Emma Courtney  
Committee Chairperson  
01.09.2025