

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency, and must have an emergency evacuation procedure.

8.5 Fire safety and emergency evacuation

Policy statement

We ensure the highest possible standard of fire precautions are in place. The person in charge and our 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 Book 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.

Procedures

Fire safety risk assessment

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- The 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 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 the setting:
 - Electrical plugs, wires and sockets.
 - Electrical items.
 - Gas boilers.
 - Cookers.
 - Matches.
 - Flammable materials – including furniture, furnishings, paper etc.
 - Flammable chemicals.
 - Means of escape.
 - Anything else identified.

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

- If a fire is found or suspected, sound the alarm
- Call the fire brigade by calling 999 using the phone in the office or kitchen (whichever is safest)
- The children will be instructed to line up by the nearest fire exit. One adult to stand at the front and one at the back of the line.
- The senior member of staff will allocate an adult to check the building ensuring no-one is left behind.
- The children will be escorted to the fire assembly point, on the school playground, where registration will take place.
- The register, signing in and out book and mobile phone are the only items to be taken out with the children.
- Do not attempt to put any fire out **unless** it is small ie size of a waste paper bin.
- Do not attempt to re-enter the building or collect belongings. Wait until the Fire services arrive.
- Arrange temporary accommodation if needed. (School Hall or Village Hall)
- Contact Parents/carers to arrange collection of children.
- Contact Chairperson to inform them of the situation.

Fire drills

We hold fire drills termly and record the following information about each fire drill in the Fire Safety Log 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.

Legal framework

- Regulatory Reform (Fire Safety) Order 2005

Further guidance

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

This policy was adopted by	Woolpit ARC
On	<u>24/02/2010</u> (date)
Date to be reviewed	<u>January 2020</u> (date)
Signed on behalf of the provider	
Name of signatory	<u>Jackie Grant</u>
Role of signatory	<u>Manager</u>

Other useful Pre-school Learning Alliance publications

- Fire Safety Record (2015)