

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 office administrator is 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 office administrator has received training in fire safety sufficient to be competent to carry out the risk assessment; this 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.
- Where we rent premises, we will ensure that we have a copy of the fire safety risk assessment that applies to the building and that we contribute to regular reviews.

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.
- We ensure sockets are covered. 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.
- Records are kept of fire drills and of the servicing of fire safety equipment.

Emergency evacuation procedure

In the event of a necessary evacuation of pre-school, the fire alarm should be sounded. This could be for smoke, fire, gas escape or chemical spillage.

Staff will remove children via the nearest exit away from the problem in a calm manner.

ONLY if there are two members of staff in the room should one member of staff in the games room check the toilets and cupboards. In the event that you are on your own the children **MUST** be evacuated first. Games room – exit at the rear of the building and congregate at the far end of the garden. The padlock combination for the side gate is **7681**

ONLY if there are two members of staff in the room should one member of staff in the arts/craft room check the cupboards. In the event that you are on your own the children **MUST** be evacuated first. Arts/Craft room – exit through the side fire exit. Enter the garden through the side gate, padlock combination **7681** and congregate at the far end of the garden.

Members of staff in the garden **SHOULD NOT** re-enter the building. Staff should congregate the children outside at the rear of the garden and encourage children emerging from the building to calmly make their way towards the end of the garden.

The register, keys and phone numbers should be taken by the member of staff in the office or by the suitable person. The register should be called for children and staff once everyone is assembled. Main reception doors – when using this exit make your way round to the rear of the building and congregate at the far end of the garden.

Call the fire brigade as soon as practicably possible.

DO NOT re-enter the building until told that it is safe to do so by a member of the fire brigade.

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)