

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

8.5 Fire safety and emergency evacuation

Policy statement

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. Our staff are familiar with the current legal requirements. Where necessary we will seek the advice of a competent person, such as a Fire Safety Consultant.

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 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.
- As 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, at least once every six weeks.
- Records are kept of fire drills and of the servicing of fire safety equipment.

Emergency evacuation procedure

- The fire alarm is 3 blows on the whistle.
- Children line up by the main door.
- The manager/deputy collects the phone and emergency information folder.
- A staff member leads the children out to the designated area.
- A second member of staff checks the room for any other children before leaving herself.
- The manager/deputy calls the register.
- The second member of staff calls the emergency services.
- The manager/deputy will contact parents.

Fire drills

We hold fire drills termly and record the following information about each fire drill in the fire drill record 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

Whimple Preschool

On

12/9/19

Date to be reviewed

12/1/21

Signed on behalf of the provider

Name of signatory

Joe Pearce

Role of signatory

Chairperson