

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. Downloadable Fire Safety Log Books are widely available free of charge on line. 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.
- 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.
- 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

Every setting is different and the evacuation procedure will be suitable for each setting. It must cover procedures for practice drills including:

- The children are familiar with the sound of the fire alarm as a result of regular fire drills.
- The fire exits are clearly marked. The children are told about the fire exits at the beginning of each term and staff are told at their Induction.
- When the alarm sounds 'Ten fingers' is called so that the children stop what they are doing and listen. They are lined up at the front door and counted together with the staff, to make sure everyone is there. The Manager (or practitioner in charge) gets the registers, the mobile phone and the gate key (hanging by the store room door) and leads everyone out to the assembly point, which is on the Primary School playing field.
- The children and staff are marked off against those on the register by the Manager (or practitioner in charge) to ensure that everyone is accounted for.
- The Primary School time how long it takes to get everyone out of the school and let us know the result.
- In the event of a real fire the person who discovers the fire calls the emergency services and tells the rest of the staff.
- Parents are contacted if we are unable to return to the Pre-school premises, using the mobile phone and contact details, kept in the registers.

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

Ripley Pre-school

On

05/09/16

Date to be reviewed

05/09/17

Signed on behalf of the provider

Name of signatory

Clare Grimes

Role of signatory (e.g. chair, director or owner)

Manager/Director

Other useful Pre-school Learning Alliance publications

- Fire Safety Record (2015)