Safety and Suitability of Premises, Environment and Equipment

8.5 Fire safety and emergency evacuation

Policy statement

We ensure the highest possible standard of fire precautions. The named person and 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 finding 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 online. [For group provision: We ensure our policy is in line with the procedures specific to our building, making reasonable adjustments as required.]

Procedures

- The basis of fire safety is risk assessment. These are carried out by a ‘competent person’.
- A designated member of staff has received training in fire safety sufficient to be competent to carry out risk assessment. This will follow the guidance as set out in the Fire Safety Risk Assessment – Educational Premises document.
- We will ensure that we have a copy of the fire safety risk assessment that applies to the building and contribute to regular reviews.
- The fire safety risk assessment focuses on the following for each area of the setting:
  - Electrical plugs, wires and sockets;
  - Electrical items;
  - Gas boilers;
  - Matches;
  - Flammable materials – including furniture, furnishings, paper etc;
  - Flammable chemicals;
  - Means of escape;
- Anything else identified.

**Fire safety precautions taken**

- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN 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 the servicing of fire safety equipment.

**Emergency evacuation procedure**

The evacuation procedure covers:

- How children are familiar with the sound of the fire alarm.
- How the children staff and parents know where the fire exits are.
- How children are led from the building to the assembly point.
- How they will be accounted for and who by.
- How long it takes to get the children out safely.
- Who calls the emergency services and when in the event of a real fire.
- How parents are contacted.

**Fire drills**

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

- Date and time of the drill.
- Number of adults and children involved.
- How long it took.
- 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)

**Associated forms**

Fire Safety risk assessment template

This revised policy was adopted at a meeting of Parkgate Pre-school name of setting

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<th>May 2018</th>
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Signed on behalf of the management committee

| Name of signatory | Lisa SmylieCassie Hallam |
| Role of signatory (e.g. chair/owner) | Chair |

**Change control log**

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