



**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.

### 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. For group provision: 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

- We hold regular fire drills to ensure the children are familiar with the sound and know where our assembly point is.
- Our fire exits are clearly marked and all persons spending time on the premises are made aware of our emergency evacuation procedure.
- When an alarm sounds, the children will be escorted out of the building by staff to our designated assembly area.
- The supervisor will take the daily register and immediately count and check every child is accounted for while the manager completes a final check of the building.
- We record how long it takes to evacuate the building every time we have a drill and always look to improve on our time.
- In the case of a real fire our manager will call the emergency services and all staff will safely escort children to our assembly point at Imberhorne Lower schools front carpark.
- Emergency contacts for all children are kept in our register, parents/carers will be called immediately once we are safely away from the building and the emergency services have been called.

### 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.

**This policy was adopted by** Yarburgh Community Preschool

**On** \_\_\_\_\_ (date)

**Date to be reviewed** \_\_\_\_\_ (date)

**Signed on behalf of the provider** \_\_\_\_\_

**Name of signatory** Caroline Emmerson

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

### Legal framework

- Regulatory Reform (Fire Safety) Order 2005

### Further guidance

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

### Other useful Pre-school Learning Alliance publications

- Fire Safety Record (2015)