

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.



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. 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.

Procedures

Fire safety risk assessment

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- The fire marshal 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.
- 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

If an evacuation is called for in 'free flow play' children are led by the adult leading 'open door' to the first garden gate and then through the second gate through the car park to the first tennis court. The manager (or in her absence the Deputy) checks the building for any children. The most senior member of staff in the setting, usually the manager, will call emergency services if there is any evidence that this is a genuine alert. If evacuation is required when all children are in the building, all children line up at the fire exit in the Rainbow Room and are lead through the garden to the car park, to the tennis court. The register is called by the fire marshal in a high visibility jacket who picks up the register, the visitors log and the emergency contacts. In the event of actual emergency parents will be contacted by a mobile phone when all children are accounted for and in a safe secure place. All children and adults should be able to evacuate the premises in a 5 minute period.

Fire drills

The fire drill is tested every half term to ensure all new children know what to do in an emergency, the first week of every half term is themed around fire safety with circle time discussing fire exits and recognition of the fire alarm whistle. In that week there are two planned fire drills of which staff and children are aware and one random fire drill.

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 Noah's Ark Pre-School *(name of provider)*

On 18th April 2016 *(date)*

Date to be reviewed April 2017 *(date)*

Signed on behalf of the provider

Name of signatory Tony Turner

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

Other useful Pre-school Learning Alliance publications

- Fire Safety Record (2015)