

## **Cold Ash Pre-school: Fire Safety & Emergency Evacuation**

### **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 cases 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 any actions taken or incidents that have occurred and our fire drills. 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 Leader and Deputy Leader have 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.

- We rent our premises, as such we ensure that we have a copy of the fire safety risk assessment that applies to the building and that we contribute to reviews as necessary.
- We sometimes use a fire pit with the children for educational purposes – safety is our priority when providing this activity and as such we have strict procedures in place and a fully comprehensive risk assessment.

### *Fire safety precautions:*

- Fire doors are clearly marked and never obstructed; they are easily opened from the inside.
- 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 by our landlord as specified by the manufacturer.
- All electrical equipment is checked annually by a qualified electrician appointed by our landlord. Any faulty electrical equipment is taken out of use and either repaired or replaced.
- Our emergency evacuation procedures are approved by our Fire Safety Officer and are:
  - Clearly displayed in the premises (please see below notice);
  - Explained to new members of staff, volunteers and parents; and
  - Practised regularly.
- Records are kept of fire drills and of the servicing of fire safety equipment.

### *Emergency evacuation procedure:*

Our emergency evacuation procedure covers items for consideration during practice drills including:

- 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 children 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:

- 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

## **FIRE EMERGENCY EVACUATION PROCEDURE**

- IN THE EVENT OF A SUSPECTED FIRE (OR PRACTICE DRILL) THE FIRE ALARM WILL BE ACTIVATED.
- CHILDREN TO LINE UP AS QUICKLY AS POSSIBLE AND FOLLOW STAFF TO THE NEAREST SAFE EXIT (HALL OR GARDEN – SAME PROCEDURE).
- TWO MEMBERS OF STAFF WILL COLLECT THE REGISTER, PHONE, ANTIHISTAMINES, AUTO-INJECTORS AND INHALERS.
- CHILDREN TO LEAVE THE PREMISES WALKING TO THE FIRE MEETING POINT IN THE GATED PLAYGROUND. MOST SENIOR MEMBER OF STAFF WILL LEAD AND ALL OTHER STAFF ACCOMPANY THE CHILDREN SAFELY TO THE MEETING POINT.
- LAST PERSON TO LEAVE THE BUILDING TO CHECK ALL AREAS (CUPBOARDS, ROOMS, TOILETS) BEFORE LEAVING AND ENSURE THAT TOILET DOORS ARE CLOSED. LAST PERSON TO LEAVE THE GARDEN TO CHECK ALL AREAS BEFORE FOLLOWING THE GROUP.
- ONCE AT THE MEETING POINT, MOST SENIOR MEMBER OF STAFF TO CALL A REGISTER ENSURING ALL CHILDREN, STAFF AND VISITORS ARE ACCOUNTED FOR. WAIT IN THE DESIGNATED AREA UNTIL IT IS DEEMED SAFE TO RETURN INSIDE BY THE MANAGEMENT IN THE CASE OF PRACTICE DRILL AND THE FIRE BRIGADE IN THE CASE OF AN EMERGENCY.