

## **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.

### **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 supervisor/committee 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.
- The smoke alarm is checked weekly.
- Fire Extinguishers are checked annually and staff know how to use them.

- A 'Water' Fire Extinguisher is situated near the adult/disabled toilet and a 'Carbon Dioxide' Fire Extinguisher with Fire Blanket is situated by the 'Garden' Exit Door / Telephone near the kitchen area.
- The Pre-school is a designated 'No Smoking' area and has notices to this effect at both entry doors and inside the building.
- The electricity supply can be turned off on the wall, by the meter.
- 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 (See attached)*

Every setting is different and the evacuation procedure will be suitable for each setting. It must cover procedures for 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/Fire Drill Record 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)

#### **Other useful Pre-school Learning Alliance publications**

- Fire Safety Record (2015)

## Emergency evacuation procedures

- The children are familiar with the sound of the fire alarm as this is activated for every drill.
- Drills are planned to ensure all children will be present during a fire drill as far as possible at least once every three months (this can be difficult due to children attending different sessions and being off with illness etc).
- There are only two exit doors on the building, both are fire exits. Fire exit signs are clearly displayed informing adults and children. The children are also briefed on the fire exits as part of the evacuation procedure.
- Staff should be aware of the number of children and adults on the premises at all times.
- The person discovering the fire should report it immediately to the most senior member of staff on 'indoor' duty. They will quickly assess the situation, collect the daily and general registers and together with any additional adults organise the evacuation of the building
- All children and adults are called over and gathered together and lead out through the 'outdoor garden' exit door by a member of staff. If this is not accessible or safe, the exit door leading into the school playground should be used instead.
- The toilets are checked and the door closed. The indoor area is checked, all doors and windows are closed.
- The most senior member of staff on 'outdoor duty' is then advised on the situation and will blow a whistle and call all children and adults to gather by the top gate.
- A quick head count is completed in the outdoor garden area.
- Senior Indoor and Outdoor staff members lead all children and adults to the main assembly point which is in the school playground, via the safest route (normally via the school ramp), unlocking the garden gates if they are locked. Both an indoor member of staff and an outdoor member of staff have a padlock key on their person at all times.
- The Supervisor (or deputy in their absence) counts all children and visitors and marks them off against the register. If anyone is missing a member of staff stays with the children whilst another member goes back to building to find the missing person if it is safe to do so.
- It should take approximately 2 minutes to get the children out of the building and to the assembly point.
- Once everyone is safely accounted for, the supervisor will delegate a staff member to call the Fire Brigade from the school office.
- The children will be taken to the school hall pending collection. Parents will be contacted by a member of staff (or the school secretary if the children need the assurance of Pre-School staff) using the general register that also contains the contact details for the children.
- Adults and children should not stop to collect coats, toys, handbags or other valuables.

The fire drill record book must contain:

- Date and time of the drill.
- How long it took.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.
- Number of Adults and Children involved.