

## **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.

**Approved 06.02.2020**

## **8.5 Fire safety and emergency evacuation**

### **Policy statement**

We ensure the highest possible standard of fire precautions are in place. The 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 drill. 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'.
- Our fire safety risk assessment focuses on the following for each area of the setting.
  - Electrical plugs, wires and sockets.
  - Electrical items.
  - Cookers.
  - Matches.
  - Flammable materials – including furniture, furnishings, paper etc.
  - Flammable chemicals.
  - Means of escape.
  - Anything else identified.

#### *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 Fire Notice is clearly displayed.
- Our procedure is explained to new members of staff, volunteers and parents; and

- practised regularly, at least once every term.
- Records are kept of fire drills and of the servicing of fire safety equipment.

### *Emergency evacuation procedure*

*Our Fire Notice indicates the procedure to follow in the event of a fire.*

- Children are familiarised with the sound of the fire alarm (a whistle being blown) through regular practices.
- Fire exits are clearly marked.
- Children are led from the building to the assembly point by a member of staff.
- Children and staff are accounted for by a staff member calling the register.
- A member of staff will call the emergency services as soon as possible in the event of a real fire.
- In the event of a real fire, parents would be contacted if appropriate, using the “Children’s List” folder of contact details.
- A mobile phone, the Register, the Children’s List, and any medication required by specific children, are taken to the assembly point unless it is unsafe to do so.

### *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

### **Further guidance**

- Fire Safety Risk Assessment - Educational Premises (HMG 2006)
- Fire Safety Record (Pre-school Learning Alliance 2015)