

## **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. 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 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.
  - Cookers.
  - 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.
- Records are kept of fire drills.

#### *Emergency evacuation procedure*

In the event of a fire:

- Sound the fire alarm.
- Children, staff and parents should then follow the person in charge to the nearest fire exit.
- Children are led from the building to the assembly point at the Bouverie Hall carpark.
- Second member of staff exits with contact details/phone and register, checking building is clear.
- On arrival at the Bouverie Hall car park register is taken.
- The person in charge calls the emergency services.
- Parents are contacted and children are kept safe at all times.

#### *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)

This policy was adopted by	Pewsey Preschool	<i>(name of provider)</i>
On	August 2017	<i>(date)</i>
Date to be reviewed	August 2018	<i>(date)</i>
Signed on behalf of the provider	N/A	
Name of signatory	Karen Carmichael	
Role of signatory (e.g. chair, director or owner)	Owner/Manager	