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## Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

### 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'.
- Where we rent premises, we will ensure that we are included in 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 for the premises 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*

- We ensure through practice that the children/staff are familiar with the sound of the fire alarms. For practice sessions we use a whistle and move to our assembly point.
- The children/staff are moved to the black gates and counted. This is relayed back to the manager before she also leaves.
- The children/staff are led from the black gates to the assembly point.
- The register is taken at the assembly point which is either at the large tree in the garden or led by the centre staff to an alternate location.
- Parents are then 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

#### **Further guidance**

- Fire Safety Risk Assessment - Educational Premises (HMG 2006)

This policy was adopted by	Bopeeps Preschool	<i>(name of provider)</i>
On	<u>September 2018</u>	<i>(date)</i>
Date to be reviewed	<u>September 2019</u>	<i>(date)</i>
Signed on behalf of the provider	<hr/>	
Name of signatory	<u>Kathryn Algar</u>	
Role of signatory (e.g. chair, director or owner)	<u>Owner</u>	

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

- Fire Safety Record (2015)