

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

Fire safety & Emergency Evacuation

Policy statement

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions.

The person in charge and staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as an electrician, fire officer or fire safety consultant.

Procedures

Fire safety risk assessment

- The basis of fire safety is risk assessment, carried out by the 'competent person.'
- The manager has experience and received basic knowledge in fire safety sufficient to be competent to carry out the risk assessment; this will follow the government guidance.

Safety Risk assessment- Educational premises (HMG 2006)

Our safety risk assessment focuses on the following for each area of the setting:

- Electrical plugs, wires and socket
- Electrical items
- Gas boilers
- Cookers
- Matches
- Flammable materials-including furniture, furnishings, paper etc.
- Flammable chemicals
- Anything else identified

Where we rent premises, we will ensure that we have a copy of the fire safety assessment that applies to the building and that we contribute to regular reviews.

Fire safety precautions taken

- We ensure that the fire doors are clearly marked, never obstruct and easily open from 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:

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- Clearly displayed in the premises
 - Explained to new members of staff, volunteers and parents; and
 - Practised regularly, at least once termly.
- Records are kept of fire drills and of the servicing of fire safety equipment

Emergency evacuation procedure

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 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 drill 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 at a meeting of Little Lambs Pre-School held on 10th February 2017.....

Signed by.....Position.....

Name.....Review date.....