



Fire safety and emergency evacuation

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 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.
 - Cookers.
 - 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 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 term.
- Records are kept of fire drills and of the servicing of fire safety equipment.

Emergency evacuation procedure

- *We use an alarm to alert the children of a fire and practice this termly, Children are spoken to by a member of staff each time we do a fire drill about the sound to listen out for.*
- *Our fire exits are clearly marked and our visitors are shown them when they are given our evacuation procedures. Children are shown and explained at each fire drill where to exit the premises and where the assembly point is (schools bottom playground).*

- *Staff accompany the children from the building and the Manager/Lead checks all areas when everyone has exited.*
- *The children walk in a line to the fire assembly point.*
- *The member of staff in the kitchen will bring the register, contact file and phone.*
- *The Manager/Lead will do a head count and check the register.*
- *We will time and record the preschool fire drills.*
- *The manager will contact parents when it is safe to do so and let them know of the events and to come and collect their child. We will also contact the school.*
- *In the event of the area needing to be evacuated we exit through the gate in Viceroy Road and meet in St Marys Church grounds opposite the school.*

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