



## 24 - 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'.
- 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.
    - Gas boilers.
    - Cookers.
    - Matches.
    - 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.
- 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 six weeks.
- Records are kept of fire drills and of the servicing of fire safety equipment.

#### *Emergency evacuation procedure*

- When the alarm is raised by way of a loud, continuous ring and flashing red light on the wall, the leader of the day will take charge of the children and staff registers, visitors book and evacuation bag. He/she will be responsible for checking the toilets, cupboards, under the tables and any other hiding places where the children may not be immediately visible. The leader will shut all windows and doors after them. The leader is the last person out of the hall.
- The main stair way will be used unless otherwise stated by the fire warden, in which case the rear stair case will be used. Staff will guide and lead the children to the door and position themselves evenly through the line before descending down the stairs. Younger children and those that require extra support on the stairs should have their hands held. The aim is to leave the building as promptly and as soon as possible and staff must encourage children to walk down the stairs quickly and safely. Staff must remain vigilant and be aware of all children's safety as well as those whose hands they are holding.
- When exiting via the rear stair way, staff will assemble at the Church lawn in the fenced off area. Children are to be lined up around the perimeter wall of the park when using the main stair way. Staff must remain vigilant when using this exit as children have to walk by the road and are in an unsecure area.
- The leader takes the children's, staff and visitors (when appropriate) registers as quickly as possible. Staff can answer for a child that is seen not answering.
- When returning to the hall from the lawn staff will encourage children to form a line and position themselves throughout, ensuring young children and those that require extra support have their hands held. When using the main stair case will again evenly position themselves throughout the line of children whilst they are still standing in front of the wall and locate those that need extra help on the stairs. The leader will guide the children out of the park and up the stairs that leads to the main stair case.
- The fire drill/evacuation book must be filled in after the procedure is complete by the fire warden or in their absence, the leader of the day.
- If a real fire is suspected, any member of staff should call the fire brigade when all the children and staff have been safely evacuated from the building.
- Management should call the parents of the children, so that arrangements can be made for their collection.
- Suspicious packages or parcels should not be touched and the police should be alerted.

#### *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	Ruskin Road Preschool	<i>(name of provider)</i>
On	30/05/2018	<i>(date)</i>
Date to be reviewed	01/08/2019	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Lisa Pearce	
Role of signatory (e.g. chair, director or owner)	Manager	

## Other useful Pre-school Learning Alliance publications

- Fire Safety Record (2015)