

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 our premises present no risk of fire by ensuring the highest possible standard of fire precautions. Where necessary we seek the advice of a competent person, such as a Fire Officer or Fire Safety Consultant. A Fire Log book is used to record any actions taken or incidents that have occurred and our fire drills.

Procedures

Fire safety risk assessment

- The basis of fire safety is risk assessment. These are carried out by a member of Crowmarsh school staff as we lease the building from Crowmarsh Gifford C of E Primary School.
- Crowmarsh Pre-school has a copy of the fire safety risk assessment that applies to the building. It is attached as Appendix 1 at the end of this policy.

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 in Pre-school of fire drills
- Records are kept in school of the servicing of fire safety equipment. A copy of 'Certificate of Conformity' is attached as Appendix 2 at the end of this policy.

Emergency evacuation procedure

Crowmarsh Pre-school's 'Fire Information' and 'Fire Drill Procedure' are attached as Appendix 3.

They include:

- How children are familiar with the sound of the fire alarm.

- How the children, staff and parents know where 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.

The fire drill record book contains:

- The date and time of the drill.
- Number of adults and children present.
- 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

CROWMARSH PRE-SCHOOL

(name of provider)

On

5TH MAY 2016

(date)

Date to be reviewed

MAY 2018

(date)

Signed on behalf of the provider

Reynolds

Name of signatory

MICHELLE REYNOLDS

Role of signatory (e.g. chair, director or owner)

CO-CHAIR

Other useful Pre-school Learning Alliance publications

- Fire Safety Record (2015)