



SAFETY & SUITABILITY OF PREMISES, ENVIRONMENT & EQUIPMENT

8.5 Fire safety and emergency evacuation

Policy statement

At Fernhurst Pre-school we ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. 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.

- 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 firefighting 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, at least once every six weeks.
- Records are kept of fire drills and of the servicing of fire safety equipment.

Emergency evacuation procedure

- Children become familiar with the sound of the fire alarm during regular practice sessions, which involve the whole school.
- Fire exits are clearly marked in the room used by Pre-school.
- At the sound of the alarm, the fire rope is collected from a hook on the wall adjacent to the fire exit.
- Children are evacuated from the building onto the grassy area in the Pre-school garden.

- An allocated member of staff checks the toilet and the Manager or Deputy collects the register.
- The children hold onto the fire rope and are led to the assembly point in the school's main playground.
- The register is then called and all adults and children accounted for, this is done by the setting Manager or Deputy.

Fernhurst Fledglings parent and toddler group would exit the building through the fire exit in their room. They are then led to the school assembly point by the member of staff working with the group and a role call would be taken to make sure all adults and children were present.

In the event of a real fire, the emergency services would be called by a member of Fernhurst Primary School staff.

Children's parents would be contacted to collect their children, contact numbers are kept in the register for this purpose.

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	Fernhurst Pre-school	<i>(name of provider)</i>
On	_____	<i>(date)</i>
Date to be reviewed	_____	<i>(date)</i>
Signed on behalf of the provider	_____	
Name of signatory	_____	

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

Other useful Pre-school Learning Alliance publications

- Fire Safety Record (2015)