

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.

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

Emergency evacuation procedure

The safety of young children is of paramount importance. In order to ensure the safety of both children and adults, the setting will ensure that:

In the event of an emergency all children and adults will be evacuated from the premises.

FIRE AND EMERGENCY EVACUATION PROCEDURE

Evacuation of the building may be necessary due to fire/bomb alert/other emergency. Staff should be familiar with the procedure following frequent practices (at least once each term).

- On discovery of a fire the hand bell will be rung continuously throughout the school for a full minute.
- All fire Exits are clearly marked and staff are informed of these exits during their induction week.
- Attempts to put out the fire are not to be made – the priority is to get the children, staff and Harley (dog) outside.
- Classes will stand up and go directly to their teacher, not collecting any possessions. They will make an orderly line and exit via the nearest fire exit. Teachers will calmly accompany to the assembly point beside St Luke’s Church Gate.
- A designated member of staff will collect the register and contact box and proceed to the muster point and take the register.
- One (designated) teacher will dial 999 and give details of the emergency during this time.
- A member of staff will inspect all rooms to check no one is left behind, and ensure that the dog has been removed from the premises, close doors, before being the last person to vacate the building.
- Parents will be contacted and the collection point will be: St. Luke's Church, Sydney Street.
- The building is only re-entered when the Fire Service gives the all clear.

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	Ringrose Kindergarten Chelsea	<i>(name of provider)</i>
On	October 2017	<i>(date)</i>
Date to be reviewed	October 2018	<i>(date)</i>
Signed on behalf of the provider	_____	
Name of signatory	Lucy Hustler	
Role of signatory (e.g. chair, director or owner)	Owner	

Other useful Pre-school Learning Alliance publications

- Fire Safety Record (2015)