

## *Happy, Confident, Independent.*

*Children develop a sense of belonging, respect and autonomy of voice through a varied and well-directed early education.*

## 02 Fire safety procedures

### 02.1 Fire safety

- The setting manager has access to, or a copy of, the fire safety procedures specific to the building and ensure they align with these procedures. The setting manager makes reasonable adjustments as required to ensure the two documents do not contradict each other.

#### **Fire safety risk assessment**

02.1a Fire safety risk assessment form is carried out in each area of the setting by a competent person using the five steps to fire safety risk assessment as follows:

#### 1. Identify fire hazards

- Sources of ignition.
- Sources of fuel.
- Sources of oxygen (including oxygen tanks for disabled children).

#### 2. Identify people at risk

- People in and around the premises.
- People especially at risk including very young babies, less ambulant disabled children or those using specialised equipment, such as splints, standing frames.

#### 3. Evaluate, remove, reduce and protect from the risk

- Evaluate the risk of the fire occurring.
- Evaluate the risk to people from a fire starting on the premises.
- Remove and reduce the hazards that may cause a fire.
- Remove and reduce the risks to people from a fire.

#### 4. Record, plan, inform, instruct, train

- Record significant findings and action taken.
- Prepare an emergency plan.
- Inform and instruct relevant people; inform and co-operate with others.
- Provide training.

#### 5. Review

- Keep assessment under review and revise when necessary.

The fire safety risk assessment focuses on the following for each area:

- Electrical plugs, wires, sockets.
- Electrical items.
- Gas boilers.
- Cookers.

- Matches.
- Flammable materials, including furniture, furnishings, paper etc.
- Flammable chemicals (which are also covered in COSHH).
- Means of escape.
- Any other, as identified.

**Fire safety precautions include:**

- All electrical equipment is checked by a qualified electrician annually.
- Any faulty electrical equipment is taken out of use and recorded as such or condemned (whichever is necessary).
- Sockets are covered. This is different to using plug sockets inserts, a socket cover, covers the whole socket, including the switch and is safe to use.
- Water and electrical items do not come into contact; staff do not touch electrical items with wet hands.
- All fire safety equipment is checked annually.
- Gas boilers and cookers are checked and serviced annually by a Gas Safe registered engineer.
- If matches are used in the kitchen, they are kept in a drawer.

**Fire Drills**

- Fire Drills (to include emergency evacuation procedures and lock down) are held at least termly.
- Drills are recorded, including:
  - date of drill
  - staff involved and numbers of children
  - how long it took to evacuate
  - any reason for a delay in achieving the target time and how this will be remedied

**Fire precautions**

- Fire exit signs are the green 'running man' signs and are in place and clearly visible.
- Fire exits by doors are those that show a green light at night.
- Fire doors are not locked during normal working hours.
- Fire evacuation notices are in every room; these are displayed in print large enough to read from a short distance. They say where the assembly point is.
- Fire alarms are in place and tested monthly, and where necessary supplemented with visual warnings. This is recorded.
- Smoke alarms are in place and tested monthly. This is recorded.
- A fire blanket is in place in the kitchen (and any other location where there is a cooker).
- Fire extinguishers are in place and are appropriate

### *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.

### **Further guidance**

Dynamic Risk Management (Pre-school Learning Alliance 2017)

Fire Safety Record (Early Years Alliance 2019)

Fire Safety Risk Assessment: Educational Premises (HMG 2006):

[www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises](http://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises)

This policy was adopted by

Ringrose Kindergarten Chelsea

On

August 2021

Date to be reviewed

July 2022

Signed on behalf of the provider

Name of signatory

Lucy Hustler

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

Principal