



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 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

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

We practise the fire alarm every term and invite the fire brigade to come and talk to the children about keeping safe and what to do if they hear a fire alarm. We regularly talk to the children during Key Worker group time and whole group time about what to do if they hear a fire alarm and we read books about such situations.
- How the children, staff and parents know where the fire exits are.

We talk to the children about the where the fire exits are and what they look like. When parents come into the setting for events, we also clearly show where the fire exits are and the procedure should the fire alarm go off.
- How children are led from the building to the assembly point.

Children know to line up quietly, with listening ears and watching eyes. Any child who needs support is known by staff and they are supported by staff when leaving the building in the event of the fire alarm going off.
- Where children and staff assemble and how children will be accounted for and who by.

Our Assembly Point is under the sculpture umbrella outside Busy Bees Nursery.
A daily evacuation list is created on Baby's Days and we use this to account for all children and staff. It is the Manager, Deputy or Lead Practitioner's responsibility to ensure all children are accounted for and an iPad is taken with them during an alarm.
- How long it takes to get the children out safely.

The time it takes to get all children and staff out of the building is timed by the Manager, Deputy or Lead during a fire practice and the Manager, Deputy or Lead during an unknown event. The time is recorded on Baby's Days.
- Who calls the emergency services, and when, in the event of a real fire.

The fire alarm will automatically call through to the fire brigade. It is the responsibility of the Manager to call Securitas to warn them of a practice drill.

- How parents are contacted.

The evacuation list will also contain contact details for each child. In the event of a real fire, the Manager, Deputy or Lead will call parents to inform them.

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)
- Fire Safety Record (Pre-school Learning Alliance 2015)

This policy was adopted by Little Acorns Pre-school Kingsmere

On 25th August 2020

Date to be reviewed 31st June 2021

Signed on behalf of the provider V.Hodgins

Name of signatory Vicky Hodgins

Role of signatory Little Acorns Pre-school

Manager