



8.5 Fire Safety and Emergency Evacuation

Policy statement

We ensure the highest possible standard of fire precautions are in place. The manager 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.
- 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

In the event of emergency evacuation, we will adopt the following procedure:

- **The person discovering the fire will blow a whistle 3 times;**
 - The whistle is hanging on the wall next to the exit to the garden;
- The children will be lined up by the fire door leading into the garden if safe, or the next most appropriate fire exit;
- The manager will collect the register and parent/carer contact list, and accompany the children to the assembly point;
 - The assembly point is the patio area in the garden;
- One staff member will check the toilets and kitchen if safe to do so;
- One staff member will call the fire brigade
- All staff will then join the manager and children at the assembly point
- No one will stop to collect belongings
- The supervisor will take the register and await confirmation from that the building is clear.
- **No one will re-enter the building until told to do so by the fire service.**
- Parents will then be contacted.

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

Version	Changes Made	Author	Date	Review Date
1.0	Baseline version	N Hanlon	16 ^h April 2018	October 2019