



EYFS Statutory Requirements – page 29 section 3.54-3.55

EYFS Key Themes and Commitments

<u>A Unique Child</u>	<u>Positive Relationships</u>	<u>Enabling Environments</u>	<u>Learning and Development</u>
1.3 Keeping safe 1.4 Health and Well-Being	2.3 Supporting learning	3.3 The learning environment	4.4 Areas of Learning and Development

Policy statement

At Warwick Community Playschool, 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 Safety Consultant at Peninsula. 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.

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 Northants County Council Health and Safety Lead 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

Our setting evacuation procedure (including drills) is:

- ☀ Children will be taught what the whistle sound means and what they have to do if they hear it.
- ☀ All fire exits will be labelled and kept clear. These will be highlighted to staff, children, parents and anyone else that will be in the playschool for extended periods.
- ☀ Children will be supported by the member of staff in their room to leave the building calmly through the appropriate exit in their area. This is highlighted on the 'fire action' sheet. The manager in charge that day will check the building before they evacuate.
- ☀ Room leaders will take a register at the safety point and report numbers to the manager/deputy in charge that day via walkie talkie. Any missing children will be reported to the fire officer in charge.
- ☀ As soon as the manager is aware of a fire, they will use the mobile to call the fire brigade. They will then contact the school to raise the alarm. Parents will then be contacted through contacts that will be in a grab bag or in the school office.

☀ **Our exact fire procedure are displayed with the title:**



Fire drills

We hold fire drills termly and record the following information about each fire drill in the Fire Safety Log Book (a red folder on the shelves in the office):

- ☀ 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 at a meeting of: Warwick Community Association

Reviewed on: May 2017

This policy will be reviewed annually in September.

This policy will be reviewed annually, with changes made as required. The manager of the setting will be responsible for maintaining this and sharing with the committee members of Warwick Community Association to be verified. This will be shown in the minutes of the meeting.