

Fire Safety and Emergency Evacuation

Policy Statement

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. 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 (Laura Mansfield). 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.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe		3.3 The learning environment 3.4 The wider context	

Procedures

Fire safety risk assessment

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- The fire officer has received training in fire safety sufficient to be competent to carry out the risk assessment (part of our daily 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.
- We ensure sockets are covered. Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
 - clearly displayed in the premises (Glass cabinet);
 - explained to new members of staff, volunteers and parents; and
 - practised regularly, every term, covering every session.
- Records are kept of fire drills and of the servicing of fire safety equipment.

Emergency evacuation procedure

- We ring a hand bell when we have a fire drill or evacuation.
- If children are in the large hall, they leave via the main fire door. If they are in the garden they leave via the garden gate and if they are in the small hall, they leave via the front door.
- The assembly point for a fire drill is in the car park outside our building. The car park is blocked by a member of staff to prevent cars leaving or entering. If a real fire occurred, we would escort the children to the local clinic (Lilac Close) where we can contain them in 1 room and ring parents.
- The register is taken on every fire drill to ensure all are present.
- The time is recorded in our fire drill log by our Fire Officer/Health and Safety Officer.
- The Fire Officer/Health and Safety Officer will call the emergency services.
- The child record folder and mobile phone is brought out at every fire drill, so we have numbers to contact parents in an emergency.

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 at a meeting of The Little Acorns Pre-school

Held on (date):

Signed on behalf of the pre-school _____

Name of Signatory _____

Role of Signatory _____