



PUDDLEDUCKS

Nursery & Pre-School

FIRE SAFETY AND EMERGENCY EVACUATION POLICY

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. These are carried out by a 'competent person' (our Health and Safety officer Paula Fry)
- The Manager & H&S Officer have received training in fire safety sufficient to be competent to carry out 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.
 - Cookers.
 - Matches.
 - Flammable materials - including furniture, furnishings, paper etc.
 - Flammable chemicals.
 - Means of escape.
 - Anything else identified.
- Settings in rented premises will ensure that they have a copy of the fire safety risk assessment that applies to the building and that they contribute to regular reviews.

Fire Safety Precautions taken

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN 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 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
- Practiced regularly at least every six weeks. This allows the children to become familiar with the sound of the alarm
- Records are kept of fire drills and the servicing of fire safety equipment.

Emergency evacuation procedure

Our Emergency evacuation procedure includes the following:

- For all evacuation emergencies and practices, a member of staff in-charge of each room will take: register; contact names; phone
- How children are familiar with the sound of the fire alarm
- How the children, staff and parents know where the fire exits are.
- How children are led from the building to the assembly point.
- How they will be accounted for and who by.
- How long it takes to get the children out safely.
- Who calls the emergency services and when in the event of a real fire.
- How parents are contacted.
- Exit drills for both emergencies in case prime route is blocked

The fire drill record book must contain:

- Date and time of the drill.
- Number of children and adults 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

This policy was reviewed November 2020. Date of next review September 2021.