



# 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. A Fire drill Log 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 H&S designated person 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 drills*

We hold fire drills termly and record the following information about each fire drill in the Fire Safety Log:

- 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.

## Evacuation Procedure

- Should there be an emergency situation such as a bomb threat or a fire alert, the pre-school should follow the following procedure:

- At the sound of the whistle:
- All children and adults should stand still and listen.
- Make their way in an orderly fashion to the foyer door (If these exits are blocked during the evacuation, all children and adults should exit to the middle double fire exit in the hall.
- The supervisor or person in charge will collect the register, mobile phone and first aid kit.
- A designated staff member will do a sweeping check of all rooms where it is safe to do so.
- All children and adults should leave the building quickly and assemble in the furthest corner of the car park or playgroup dependent on where the fire is located
- The manager or person in charge will do a swift head count, to ensure that all children and adults are present.
- The manager or person in charge will then call the register.
- A staff member will call the Emergency Services (if applicable).
- At no point should any member of staff, parent or child go back into the pre-school until it is safe to do so.
- If it is not possible to return to the pre-school, all parents should be contacted and children collected.
- If parents cannot be contacted, the staff will remain with the children in a safe place (i.e. the village school) until the parents arrive for collection at the normal time.
- A minimum of 2 members of staff will remain until ALL children have been collected

### **Legal framework**

- Regulatory Reform (Fire Safety) Order 2005

### **Further guidance**

- Fire Safety Risk Assessment - Educational Premises (HMG 2006)