



Fyfield Village Pre-School

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency, and must have an emergency evacuation procedure.

7.5 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 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.

Procedures

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 boiler.
- Cooker.
- Matches.
- Flammable materials – including furniture, furnishings, paper etc.
- Flammable chemicals.
- Means of escape.
- Anything else identified.

We 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 doors are clearly marked, never obstructed and easily opened from the inside. 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.

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

Our evacuation procedure includes practice drills so that:

- The children are familiar with the sound of the fire alarm.
- The children, staff and parents know where the fire exits are.
- The children practice being led from the building to the assembly point.
- We know the children will be accounted for and who by.
- We know long it takes to get the children out safely.
- We know who calls the emergency services, and when, in the event of a real fire.
- We know how parents are contacted.

The fire drill record book must contain:

- The date and time of the drill.
- How long it took.
- 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	Fyfield Village Pre-School Ltd
Held on	August 2019
Date to be reviewed	August 2020
Signed on behalf of the provider	
Name of signatory	Lisa Carey
Role of signatory (e.g. chair, director or owner)	Director