

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.



8.5 Fire safety and emergency evacuation / Lock Down

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. 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. In the case of a terrorist attack / gunman or bomb threat we have a lockdown procedure. Downloadable Fire Safety Log Books are widely available free of charge on line. **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.
- 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.
- 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

Every setting is different and the evacuation procedure will be suitable for each setting. It must cover procedures for practice drills including:

- How children are familiar with the sound of the fire alarm through regular fire drills.
- How the children, staff and parents know where the fire exits are through regular drills.
- In case of an emergency the deputy supervisor and staff inside the building, will call all the children in the Preschool room to line up immediately. Count heads and lead them through the nearest emergency exit. To the assembly point, on the mound. The Manager will make a final check in the building and collect the two blue registration information folders and register and phone, on their way out.
- How long it takes to get the children out safely. – The normal evacuation time during practise = 2 Mins
- Who calls the emergency services, and when, in the event of a real fire. – The Manager will call the emergency services and alter the Infant school whilst the register is being taken.
- How parents are contacted – In the event of a real emergency, parents should be called as soon as possible, to collect their children, using the blue folders brought out by the Manager.
- At all times staff will follow the advice of the emergency services.

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.

LOCKDOWN PROCEDURE

The Children and staff will be alerted by the Fire bell, and the words “LOCKDOWN” will be shouted by the member of staff first informed about a Lockdown. Possibly by the police or Infant school.

- All Children will be brought in from Outside, all doors will be locked closed.
- The staff will as calmly as possibly make sure all of the children sit down on the floor.

- The staff will join the children until given the all clear by the Police.

Legal framework

- Regulatory Reform (Fire Safety) Order 2005

Further guidance

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

This policy was adopted by	Faringdon Preschool	<i>(name of provider)</i>
On	25 th May 2018	<i>(date)</i>
Date to be reviewed	25 th May 2019	<i>(date)</i>
Signed on behalf of the provider	Laura Murray	
Name of signatory	Laura Murray	
Role of signatory (e.g. chair, director or owner)	Chairperson	

Other useful Pre-school Learning Alliance publications

- Fire Safety Record (2015)