



Fire safety and emergency evacuation

Policy statement

Our provision is a suitable, clean, and safe place for children to be cared for, where they can grow and learn. We meet all statutory requirements about fire safety and fulfil the criteria for meeting the relevant Early Years Foundation Stage Safeguarding and Welfare Requirements.

A Fire Drill Log sheet is used to record our fire drills along with any incidents that may have occurred in the evacuation procedure that may need addressing. We ensure our policy is in line with the procedures specific to our building, making reasonable adjustments as required.

Fire safety risk assessment

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- The coordinators have 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).

Procedures

- We recognise that we have a corporate responsibility and a duty of care for those who work in and receive a service from our provision, but individual employees also have a responsibility to ensure their own safety as well as that of others. Risk assessment is the key means through which this is achieved.
- A fire safety risk assessment is carried out by a competent person in accordance with the Regulatory Reform (Fire Safety) Order 2005.
- A Fire Drill Log is completed and regularly updated.
- As we operate in rented premises we will ensure that we have a copy of the fire safety risk assessment that applies to the building and that they contribute to regular reviews.
- Fire doors are clearly marked, never obstructed and easily opened from the 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 electrical equipment is taken out of use and either repaired or replaced.
- Our emergency evacuation procedures are:
 - clearly displayed in the premises;
 - explained to new members of staff, volunteers and parents; and
 - Practised regularly at least once every half term.
 - Records are kept of fire/emergency evacuation drills.
 - the servicing of fire safety equipment is the responsibility of the Village Hall Committee

Emergency Evacuation Procedure:

1. A tambourine will be shaken twice.
2. All children instructed to leave their activities quickly (but without running) and line up by the appropriate exit. The primary exit is the main entrance door if this exit is obstructed then the left hand door in the hall will be used. Both exits are clearly visibly marked as fire exits.
3. The coordinator/administrator will collect the mobile phone and the register (which contains parents contact details).
4. Children will be counted on leaving the building.

5. A designated member of staff will follow at the back of the line to ensure that all the children are out of the building safely.
6. Where possible a designated staff member will check the toilets to make sure all children are out of the building.
7. The children will be lead to the assembly point on the field.
8. A register will be taken to make sure that everyone is accounted for. In the event that some children are playing outdoors, they will be brought together and full register taken at this time.
9. In the event of a fire, the fire brigade will be called by the coordinator.
10. The coordinator, or a designated staff member, will contact parents and the chair of the committee: Lauren Gupta-Miles on 07764 757265.
11. In the event of some children being off-site with staff for an outing/walk, they will be notified by phone.

The fire/emergency evacuation drill record sheet must contain:

- Date and time of the drill.
- Names of staff and amount of children
- How long it took.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the evacuation procedure.

Legal references

Regulatory Reform (Fire Safety) Order 2005)

Electricity at Work Regulations (1989)

Further guidance

Fire Safety Record (Early Years Alliance 2019)

Fire Safety Risk Assessment: Educational Premises

www.communities.gov.uk/publications/fire/firesafetyrisk6

This policy was adopted by

Staple Pre-School

Date:

September 2021

Date to be reviewed

September 2022

Signed on behalf of the management committee

Lauren Gupta-Miles

Role of signatory (e.g. chair/owner)

Chairperson