**8.5 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. 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. 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.
* 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*

* The alarm is raised immediately by blowing the whistle (red in kitchen hatch, silver by back doors) three times, this is repeated until the attention of everyone is gained.
* Fire exits are clearly marked with signs and children are made aware of these when practicing the evacuation.
* Children and visitors are reassured and calmly led from the building down the ramp to the outside play area, if safe to do so. They are gathered near the gate to the school field, and staff leave with the children as soon as possible. They will make their way to the outside classroom by the activity trail.
* The alarm raiser will action a final ‘sweep’ of the building and outside area whilst the forward staff member/s account for the children and visitors. They will collect the phone, register and first aid kit prior to starting the sweep. The alarm raiser will hurry to the meeting point and call a register of all children, visitors and staff.
* Children and staff will make the quickest and safest way to the meeting point, anti-clockwise around the running track on the field.
* Children and visitors will be evacuated from the building in under 3 minutes.
* The manager or alarm raiser will telephone for the emergency services from the bottom field, if possible. Or from the main school office.
* Parents will be notified as soon as safe to do so by the manager.

*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.

**Legal framework**

* Regulatory Reform (Fire Safety) Order 2005

**Further guidance**

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

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| --- | --- | --- |
| This policy was adopted by |  | *(name of provider)* |
| On |  | *(date)* |
| Date to be reviewed |  | *(date)* |
| Signed on behalf of the provider |  | |
| Name of signatory |  | |
| Role of signatory (e.g. chair, director or owner) |  | |

**Other useful Pre-school Learning Alliance publications**

* Fire Safety Record (2015)