



8.4 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 Manager is familiar with the current legal requirements and our staff are aware of our Policy and Emergency Evacuation Procedure. 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.

Procedures

Fire safety risk assessment

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- The nominated risk assessment designated Lead, supported by The Manager have received training in fire safety sufficient to be competent to carry out the risk assessment; this 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 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.
- We ensure sockets are covered. 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

We practice fire drills 3 times each term (9 times per year) 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.

We practice listening to the whistle with the children which indicates a fire drill.

Fire exits are clearly marked. New staff, parents and visitors are alerted to their location. Children are shown where these exits are.

Children line up in the hallway when they hear the whistle, staff led them out and up the stairs into the courtyard. Staff are at the front, middle and rear of the line.

Designated person takes the Emergency Evacuation Pack, the Register, keys, visitor's book and mobile phone with them.

All details are recorded on the fire drill record sheet.

The Manager or her designated person calls the emergency services, in the case of a real fire, once all the children and adults are safe.

Parent contact numbers are kept up-to-date in the Emergency Evacuation Pack.