



## 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

#### Legal framework

Regulatory Reform (Fire Safety) Order 2005

#### 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 our staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Officer. A Fire Safety Log is used to record the findings of risk assessment, any actions taken or incidents that have occurred and our fire drills. We ensure our policy is in line with the procedures specific to our building, making reasonable adjustments if required.

#### Procedures

##### *Fire safety risk assessment*

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- Susan Michel has received training in fire safety sufficient to be competent to carry out the risk assessment; and will follow the Government guidance Fire Safety Risk Assessment - Educational Premises (HMG 2006).

##### *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 Susan Michel 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 pre-school evacuation procedure will cover procedures for practice drills including:

- How children are familiar with the sound of the fire alarm (we use a whistle).
- How the children, staff and parents know where the fire exits are.
- How children are led from the building to the assembly point.
- How children will be accounted for and who by.
- How long it takes to get the children out safely.
- Who calls the emergency services, and when, in the event of a real fire.
- How parents are contacted.

### *Fire drills*

We hold fire drills termly and record the following information about each fire drill on the Fire Safety Log:

- 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.

Fire Safety Risk Assessment - Educational Premises (HMG 2006)

Policy adopted on 19/8/15 Reviewed 16/2/17 Updated 3/6/18

Signed on behalf of Bagshot Pre-school Susan Michel

Role within the Pre-school Manager

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