

## 8.5 Fire safety and emergency evacuation

### Policy statement

At Roman River Preschool 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 safety officer. 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.
  - 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*

- A member of staff will blow a whistle with loud sharp bursts.
- All the staff will lead the children to their nearest fire exit, the main door, the garden door, the creative area door, or from the garden the rear exit.
- They will all congregate at the assembly point at the far end of the car park away from the building.
- The manager/deputy will collect the register and the outings/emergency evacuation bag.
- An allocated member of staff will check all areas and close internal doors.
- The manager/deputy will call the register and check all adults and children are accounted for, along with a head count.
- The Manager/deputy is responsible for calling the emergency services and calling the parents, in the event of a fire/ emergency evacuation.

*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)

This policy was adopted by	Roman River Preschool	<i>(name of provider)</i>
On	03/06/2019	<i>(date)</i>
Date to be reviewed	June 2020	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Carly Oldfield	
Role of signatory (e.g. chair, director or owner)	Committee Chair	

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

- Fire Safety Record (2015)