

Safeguarding and Welfare Requirement: Suitable 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 (January 2018)

Policy statement

We ensure the highest possible standard of fire precautions are in place. The Manager, Team Leader and all staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as a Fire Safety Consultant. 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'.
- As we rent the 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 firefighting 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
 - 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 children will hear a whistle being blown loudly by the Room Leader in each room and the words "Children, this is a fire drill. Stop what you are doing and line up by the outside door."

- All staff and children know where the fire exits are and where they should line up. Volunteers are advised during the induction process of what to do in an emergency.
- The Room Leader will pick up the register, the First Aid box, contact cards and phone and walk to the fire exit.
- Children are led from the building to the assembly point by the Room Leader and another member of staff will do a headcount as they leave the building. For children in the Butterfly Room when the whistle is blown, this is the edge of the bowling green and for children in the Caterpillar Room at the time the whistle is blown, the assembly point is by the car park.
- A designated member of staff will check the toilets and that all rooms have been evacuated – they will confirm this to the Room Leader as the last person out of the building.
- When all the children are lined up and quiet, a register is taken of all staff, volunteers, visitors and children and each person will answer “Yes” when their name is called.
- It take approximately 1-2 minutes to get everyone out safely.
- In the event of a real fire, the Room Leader will call the emergency services.
- The Room Leader will phone the Manager who will then contact all parents. In the event that a parent cannot be reached, the emergency contact will be informed.
- Pre-school staff should be aware of the position of fire equipment and the scope of the fire but must not take risks – the main concern is always the safety of the children.

Fire drills

We hold fire drills termly during all sessions and when the children are in different places 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)