

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. 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 deputy Laura Rimmer 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 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 (Laura Rimmer) and are:
 - clearly displayed in the premises;
 - explained to new members of staff, volunteers and parents; and
 - practised regularly, at least once every half term.
- Records are kept of fire drills and of the servicing of fire safety equipment.

Emergency evacuation procedure

- 1, The alarm will ring
- 2, Manager to inform all staff, parents and children that we need to evacuate the building
- 3, Manager and staff to reassure children at all times
- 4, Depending on the risk the manager will to carry out immediate action to isolate fuel/ power and action fire control.
- 5, The manager will name one member of staff who will then be responsible for checking the toilets, gathering the register and setting's mobile phone
- 6, Inform children not to run
- 7, Staff to be positioned at each end of the line
- 8, Lead children outside to safety and stand at assembly point (maked X on the plan)
- 9, Manager to read out register, to ensure all children, staff and visitors are present
- 10, The Manager will name a member of staff who will phone all parents

Fire drills

We hold fire drills half term 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.

This policy was adopted by	Sennen and Land's End Pre-school
On	
Date to be reviewed	
Name of signatory	
Role of signatory	