

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



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. 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 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.
 - 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.
- 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 half term.
- Records are kept of fire drills and of the servicing of fire safety equipment.

Emergency evacuation procedure/Fire drills

- In the event of a fire/emergency, if the alarm fails to register, a designated member of staff is to blow the whistle three short blows, collect the register, high vis jacket, evacuation bag and mobile phone.
- A designated member of staff is to check the first floor to ensure these areas are free of children/adults.
- A designated member of staff is to check the ground floor to ensure these areas are free of children/adults.
- The lift must not be used in the event of an evacuation.
- All members of staff guide the children to the appropriate fire exit.
- All staff/adults to calmly and efficiently lead the children to Roecroft School playground or to Roecroft School carpark.
- Register to be called
- A designated member of staff to call the emergency services if the automated fire alarm has not sounded.
- A designated member of staff is to contact the parents/carers.

We hold fire drills half 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.

Wraparound care

The above policy also applies to those who attend any of the wraparound sessions provided by Pippin Pre-School

Legal framework

- Regulatory Reform (Fire Safety) Order 2005

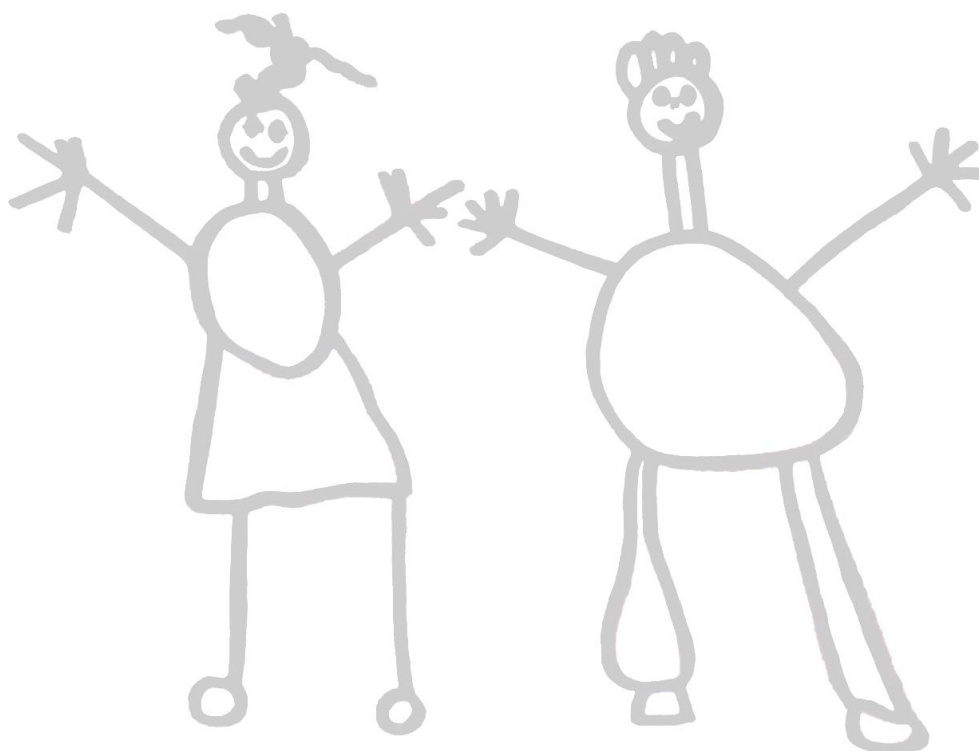
Further guidance

- Fire Safety Risk Assessment - Educational Premises (HMG 2006)

Other useful Pre-school Learning Alliance publications

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