



## **The Butterfly Rooms (Incorporating Woodlands) LTD**

### **Fire Safety & Emergency Evacuation**

#### **Policy Statement**

We ensure the highest possible standard of fire precautions are in place. All 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 Logbook 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 Health & Safety Office 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.
  - Flammable materials – including furniture, furnishings, paper etc.
  - Flammable chemicals.
  - Means of escape.
  - Anything else identified.
- If we were ever to rent premises, we would 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.
  - 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**

We have practice drills to ensure all children, staff and parents understand our emergency evacuation procedure.

- Children are made familiar with the sound of the fire alarm, through weekly fire alarm testing and termly evacuations. This is to ensure that they understand what to do when they hear the sound and get used to this, so they are not panicked or scared.
- All fire exits are clearly labelled and pointed out and displayed on floor plans.
- The Fire Safety & Evacuation Procedure is clearly displayed separately in each room.
- The Fire Safety & Emergency Evacuation Procedure forms a part of this policy. (Please refer separately to this)

### **Fire Drills**

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

- 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

On

Date to be reviewed

Signed on behalf of the Management  
committee

Name of signatory

The Butterfly Rooms LTD

1<sup>st</sup> September 2024

31<sup>st</sup> July 2025



Ms S Cheale