

## **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.

### **ST ALBAN'S PRE SCHOOL**

## **8.5 Fire safety and emergency evacuation**

### **Policy statement**

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The person in charge and our staff is Mrs Elaine Mercer she is familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Officer, Mr Mercer in the Site Manager's room. 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.

### **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.
- 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.
- We ensure sockets are covered. 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 term.
- Records are kept of fire drills and of the servicing of fire safety equipment.

#### *Emergency evacuation procedure*

Our evacuation procedure includes the following procedures including for practice drills:

- How children are familiar with the sound of the fire alarm.
- How the children, staff and parents know where the fire exits are.
- How children are led from the building to the assembly point.
- How children will be accounted for and who by.
- How long it takes to get the children out safely.
- Who calls the emergency services, and when, in the event of a real fire.
- How parents are contacted.

#### *Fire drills*

We hold fire drills termly and the site manager records 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.

#### ST ALBAN'S FIRE DRILL

The first objective must be to:

**Evacuate the children to a place of safety**

Sequence of events:

1. **ALARM**
2. **EVACUATE**
3. **CALL THE FIRE BRIGADE**
4. **ASSEMBLY**
5. **ROLL CALL**

#### **1. ALARM**

Any member of staff discovering an outbreak of fire in Pre School should raise the alarm by breaking the glass on the alarm. If a fire occurs in main school the alarm will sound in Pre School.

## 2. EVACUATE

Children should leave the building via the nearest fire exit. These doors are to be kept free from obstruction at all times.

- a) One member of staff to lead the line with the register.
- b) One member of staff to collect the first aid kit.
- c) One member of staff to check that all children and adults have left the building.

## 3. CALL THE FIRE BRIGADE

When all the children have left the building one member of staff must confirm that the alarm has been raised in school and must call the fire brigade if this has not already been done.

## 4. ASSEMBLY POINT

The assembly point is on the school playground.

## 5. ROLL CALL

One member of staff to call the register.

## REMEMBER

**First aid Kit: In the drawer in the kitchen.**

**Assembly point: Main School playground.**

## 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

- Fire Safety Record (2015)

This policy was adopted by	St Albans Pre School	<i>(name of provider)</i>
On	<hr/> 23 June 2022	<i>(date)</i>
Date to be reviewed	<hr/> 23 June 2023	<i>(date)</i>
Signed on behalf of the provider	<hr/> <i>Elaine Mercer</i>	
Name of signatory	<hr/> Elaine Mercer	

Role of signatory (e.g. chair, director or owner)

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Head of Pre School

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