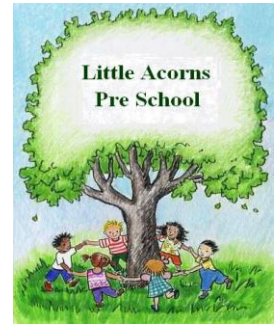


# Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment



## 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 staff are familiar with the current legal requirements. Where necessary we seek the advice of a Fire Safety Consultant.

#### Procedures

- Where we rent premises, we will ensure that we have a copy of the fire safety risk assessment that applies to the building.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- 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.
- Our emergency evacuation procedures are:
  - clearly displayed in the premises;
  - explained to new members of staff, volunteers and parents; and
  - practised regularly
- Records are kept of fire drills and of the servicing of fire safety equipment.

*The fire drill record book must contain:*

- The date and time of the drill.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

*Emergency evacuation procedure*

- The manager will direct other members of staff and supervise procedures. In the event of the person in charge being away from the setting on discovery of the emergency the named Deputy must assume the role of the manager.
- In the event of electrical failure which results in fire alarm system failure, all staff are expected to be extra vigilant. Staff will sound the alarm/raise awareness using a whistle and/or shouting 'fire' and follow procedures normally expected.
- In the event of a false alarm, or if the emergency services deem it safe to return to the building, children must be counted back into the setting.

		Person discovering the fire	Pre-school Manager or fire marshal	Other staff
1	Sound the Alarm, raise awareness	✓		
2	Lead children outside in a calm and orderly manner & proceed to assemble point: <ul style="list-style-type: none"> <li>• Acorns - Key stage 1 playground</li> <li>• Oaks - School playing field</li> </ul> <p>Check for missing persons in</p> <ul style="list-style-type: none"> <li>• Children's toilets</li> <li>• Adults/disabled toilets</li> <li>• Office</li> <li>• Store cupboard</li> <li>• Nappy changing room/area</li> </ul>	•	✓	✓
3	Collect <ul style="list-style-type: none"> <li>• Register</li> <li>• Staff/visitors book</li> <li>• Phone (main phone &amp; mobile if safe to do so) &amp; proceed to assemble point</li> </ul>		✓	
4	Headcount children, staff & visitors		✓	
5	Ring emergency services once building safely evacuated			✓
	Take register and check children, visitors and staff are all accounted for		✓	
6	Call parents and advise them to collect children		✓	
7	Remain in vicinity of the building to liaise with emergency services	✓	✓	
8	Inform other users of the building		✓	

#### Legal framework

- Regulatory Reform (Fire Safety) Order 2005

#### Further guidance

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

**This policy was adopted at a meeting held by Little Acorns committee on 31<sup>st</sup> January 2017**

**Date to be reviewed                                  January 2018**

**Signed on behalf of the provider**

**Name of Signatory                                  Sue Casselden**

**Role of Signatory                                  Business Manager**