



8.5 Fire safety and emergency evacuation

Policy statement

Goostrey Pre-School ensure the highest possible standard of fire precautions are in place. All staff are familiar with the current legal requirements. Where necessary we will seek the advice of a competent person, such as our Fire Officer or Fire Safety Consultant.

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 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 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 six weeks.
- Records are kept of Pre-School fire drills and the Scouts have a record of the servicing of fire safety equipment.

Fire drills

We hold fire drills a minimum of termly and record the following information about each fire drill on our fire safety sheet:

- The date and time of the drill.
- Number of adults and children involved. (Initials of staff members to insure everyone has experienced a fire drill)
- Whether there were any problems that delayed evacuation.

Our evaluation procedure is as follows and what we practice when have a fire drill.

- Drills are performed by activating the alarm panel located at the entrance of the building, this is usually done by the manager.
- Children are instructed to leave their toys and walk to the far double doors of the main hall and line up and a quick head count performed.
- They will then be lead out onto the Astroturf forming a line against the back fence.
- Inside the manager will check the toilets, kitchen and classroom before exiting the building with the daily register, registration form file and mobile phone.
- A role call is performed where the children and staff respond with a loud yes when their name is called. We ensure all children, staff and visitors are accounted for.
- If all has gone well the children are praised for their actions and behaviour. If there are issues then these are discussed before the children can return inside to play.

Emergency evacuation procedure

- Our drills are always performed when we know there are no children using the toilet as not to course any extra any undue stress. Also all children are in the building and not on free-flow.
- In a real emergency evacuation the member of staff outside would come to the double doors to assist in the evacuation of those inside. Those children playing outside would be instructed to stop and line up against the fence.
- The manager would phone the emergency services and assess whether we needed to move further away from the building onto the playing field. Our full address is stored on a card in the cover of the phone case.

Legal framework

- Regulatory Reform (Fire Safety) Order 2005

Further guidance

- Fire Safety Risk Assessment - Educational Premises (HMG 2006)
- Fire Safety Record (Pre-school Learning Alliance 2015)

This policy was adopted by	Goostrey Pre-School	<i>(name of provider)</i>
On	20 th April 2019	<i>(date)</i>
Date to be reviewed	April 2020	<i>(date)</i>
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Role	Chairperson	