



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

Pirton pre-school ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The manager 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 or Fire Safety Consultant. A Fire file is used to record the findings of risk assessment, any actions taken or incidents that have occurred and our fire drills. This file can be found in the First Aid cupboard in the office.

The pre-school comprises of one storey constructed in 2011. The premises are considered to be of low risk due to the fire safety measures in place. The building has no stairway, all doors are fitted to the alarm system which release for exit to safe areas.

Our Health and Safety Representative is Jayne Edwards who is responsible for carrying out annual risk assessments and all matters relating to it.

Procedures

Fire safety risk assessment

- Our Health and safety representative is competent to carry out the risk assessment; this follows 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.
 - 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.
- Emergency evacuation procedures are:
 - Clearly displayed in the premises;
 - Explained to new members of staff, volunteers and parents; and
 - Practised regularly; ½ termly.
- Records are kept of fire drills and of the servicing of fire safety equipment.
- All fire drills are reviewed and any action taken as required. As a staff team we discuss any matters arising in staff meetings.
- The fire alarm/system is tested once a week and logged in the 'Fire alarm and emergency lighting log book' kept in the fire file.
- The emergency lighting is checked monthly by Jayne Edwards and annually by Firelec, an outside contractor who is responsible for the maintaining of fire equipment etc
- We have two fire boxes; one inside, one outside. These boxes contain;
 - First aid kit
 - Keys to the gates. in the garden.
- The register contains the weekly register, care plans and emergency contact details

Emergency evacuation procedure

In the event of a fire:

- The fire alarm will sound.
- A member of staff will calmly assemble the children by the nearest and safest fire exit.
- A member of staff will collect register, fire box and telephone.
- Our administrator (or in her absence, the Manager/Assistant Manager) will collect the staff and visitors signing in sheets.
- Staff will begin to escort children out of the building calmly, carrying out a headcount as they evacuate, and assemble at the designated muster point.
- The most senior member of the team will 'sweep' the building, checking toilets, changing room, blue room and then join the rest of the staff.
- A register will be taken once all children are assembled.
- A member of staff will telephone the fire services.

- No person will remain in, or return to the building under any circumstances.
- All parents will be contacted once the children are in the designated 'safe place'.

Our 'Muster point' is either the rear of the pre school garden or the staff car park, dependant on where the fire is. If we need to move further away we will gather on the netball court at Pirton School.

Our 'safe place' is Pirton School.

Fire drills

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

- 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.
- Any problems/actions needed will be discussed at the weekly staff meeting.

Legal framework

- Regulatory Reform (Fire Safety) Order 2005

Further guidance

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

<i>This policy was adopted at a meeting of Pirton Pre-School Committee.</i>	
Held on (date)	
Signed on behalf of the Management Committee / Proprietor	
Role of signatory (e.g. chairperson)	