

8.5 Fire safety and emergency evacuation

Policy statement

We ensure the highest possible standard of fire precautions are in place. The person in charge 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 Safety Log Book is used to record the findings of risk assessment, any actions taken or incidents that have occurred and our fire drills.

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.](#)

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 fire drills and of the servicing of fire safety equipment.

Emergency evacuation procedure

- Children are familiar with the sound of the fire alarm.
- Children, staff and parents know where the fire exits are.
- Children are led from the building to the assembly point.
- Children will be accounted for by taking the register and head counts.
- We record how long it takes to get the children out safely.
- Staff know to call the emergency services, and when, in the event of a real fire.

Fire drills

We hold fire drills termly and record 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.

Legal framework

- Regulatory Reform (Fire Safety) Order 2005

Further guidance

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

This policy was adopted by

Hopscotch Preschool

On

29/12/2018

Date to be reviewed

29/12/2019

Signed on behalf of the provider

Name of signatory

Lorraine Clark

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

Director

Other useful Pre-school Learning Alliance publications

- Fire Safety Record (2015)