

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.

Playpen 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 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.

Procedures

- 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 written risk assessment will follow the Government guidance Fire Safety Risk Assessment - Educational Premises (HMG 2006).
- As 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 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 annually.
- 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 two terms.
- Records are kept of fire drills and of the servicing of fire safety equipment.

Emergency evacuation procedure

- The alarm is tested weekly and all children are familiar with the sound of the fire alarm.
- The children, staff and parents are told and shown where the fire exits are during drills.
- Children line up with a partner when they hear the fire alarm at the correct exit as directed by the fire marshal
- The staff lead the children from the building to the assembly point.
- The supervisor has the responsibility of taking the register and mobile phone when we reach the assembly point.
- The Assembly points are on the top field (back fire exit) and outside the school office (front fire exit).
- One member of staff is designated to check toilets, kitchen, office and quiet room.
- If there are children and staff on the outside play area when emergency evacuation is necessary they will join the evacuation as the rest of the children and staff progress to the assembly point is on the top field. If it is unsafe to return into the building and the assembly point is on the playground outside the school office, children and staff will progress from the outside play area to the side gate where the staff member on outside play will give a head count to the Supervisor and then they will progress up to the school office to re-join the group.
- Deputy Supervisor calls the emergency services in the event of a real fire.
- In the event of a real fire parents are contacted once the register has been called.

The fire drill record contains:

- The date and time of the drill.
- How long it took.
- 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)