

Safety and Suitability of Premises, Environment and Equipment

Fire safety and emergency evacuation



Policy Statement

We ensure our premises present no risk of fire by providing 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 a Fire Officer, or Fire Safety Consultant. We ensure our policy is in line with the procedures specific to our building, making reasonable adjustments as required.

Procedures

- The basis of fire safety by risk assessments. These are carried out by a 'competent person'.
- The supervisor and Health & Safety officer has received training in fire safety sufficient to be competent to carry out risk assessment; this will be written where there are more than five staff. This will follow the guidance as set out in the *Fire Safety Risk Assessment – Educational Premises* (HMG 2006) document.
- Where we rent our 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 opened from the inside.
- Smoke detectors/alarms and firefighting 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 approved by the Fire Safety Officer and are:
 - Clearly displayed in the premises
 - Explained to new members of staff, volunteers and parents
 - Practiced regularly, at least once every six weeks.
- Records are kept of fire drills and the servicing of fire safety equipment.

Emergency evacuation procedure

The evacuation procedure will be suitable for our setting. It must cover procedures for practise drills including:

- Ensuring children are familiar with the sound of the fire alarm.
- Ensuring the children staff and parents know where the fire exits are.
- Ensuring children are led from the building to the assembly point.
- Ensuring they will be accounted for and who by.
- How long it takes to get the children out safely.
- Who calls the emergency services and when in the event of a real fire.
- How parents are contacted.

The fire drill record book must contain:

- 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
www.opsi.gov.uk/si/si2005/200051541.htm

Further guidance

- *Fire Safety Risk Assessment - Educational Premises* (HMG 2006)
www.communities.gov.uk/publications/fire/firesafetyrisk6

Authorisation & Review

This policy was adopted at a meeting of	Wroughton Preschool
Held on	_____
Date to be reviewed	Yearly at AGM
Signed on behalf of the management committee	_____
Name of signatory	_____
Role of signatory (e.g. chair/owner)	Chairperson
