



Freeland Pre-school

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Freeland Pre-school is a Registered Charity [No: 1015592]

Fire safety and emergency evacuation

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.

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 our staff, are familiar with the current legal requirements. Where necessary we seek the advice of the Fire Safety Officer at Freeland Primary School/EPA. A Fire Safety Risk Assessment is used to record the findings of risk assessment, any actions taken or incidents that have occurred. All fire drills are logged in our Fire Drill Log sheet.

Procedures

Fire safety risk assessment

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- The Health & Safety Officer 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.

- 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 (e.g. at Joint Steering Group meetings).

Fire safety precautions taken

- We ensure that fire doors are clearly marked, never obstructed and easily opened from the inside.
- Fire 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. This is the responsibility of Freeland Primary School/EPA.
- All electrical equipment is checked annually by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced. PAT testing is organised by Freeland Primary School/EPA.
 - We ensure sockets are covered. Our emergency evacuation procedures 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 all fire drills (initiated by school or Pre-school) and of the servicing of fire safety equipment (this information is provided by Freeland Primary School/EPA).

In the event of a fire drill or fire the Pre-school follows the 'Action in case of fire' procedure which is displayed at the front entrance and rear exit of the classroom.

- Children are regularly familiarised with the sound of the fire alarm (activated by school in case of a drill) or the hand bell (which is used for pre-school drills).

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)

Other useful Pre-school Learning Alliance publications

- Fire Safety Record (2015)