

## **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**

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 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).
- We rent our premises and 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 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.
- 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*

- In the event of an emergency evacuation or fire drill, a staff member will blow their whistle.
- All children and adults will assemble in line by the main door or other safe place if the main door is obstructed. (not stopping to collect personal item)
- The manager/ Deputy will be responsible for checking that all persons have evacuated the toilets, kitchen and playroom, and will inform the emergency services as necessary.

- The manager (or person in charge) will lead the children from the building via the safest possible route, taking with them the registers, visitors' book and children's' personal details folder, and will assemble at the front of the chapel building.
- The register will be called, and visitor's book checked, to ensure that all children and adults are accounted for.
- No person is to return to the pre-school room until the premises have been deemed safe to do so.

*The fire drill record book must contain:*

- 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)

This policy was adopted at a meeting of	Nomansland Pre-School
Held on	19 <sup>th</sup> September 2013
Date reviewed / amendments updated	September 2018
Date to be reviewed	September 2019
Signed on behalf of the provider	
Name of signatory	Nikola Bishop
Role of signatory (e.g. chair, director or owner)	Chair