

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

- 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.
- 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 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.
- At the sound of the smoke alarm or instruction from the person in charge:
 - All children and adults should make their way in an orderly fashion to the front door or the side gate if outside. (If these exits are blocked during the evacuation, all children and adults should exit through the rear gate leading to the primary school and assemble in the front playground for register)
 - If the fire is on the stairs and children / adults are upstairs, the emergency evacuation procedure is through the blue room window. Children will be lowered out of the window and onto the street
 - The person in charge (and any adults upstairs) will do a sweeping check of all rooms where it is safe to do so.
 - All children and adults should leave the building or garden quickly and assemble outside at the front of the building. The person in charge should collect the 'grab and go' bag which contains the essential registers and emergency contact information
 - The person in charge will do a swift head count to ensure that all children and adults are present. All children and adults should then make their way to the Assembly point which is outside the primary school in the front playground.
 - The person in charge should then call the register.

- A staff member will call the Emergency Services.
- At no point should any member of staff, parent or child go back into the pre-school until it is safe to do so.
- If it is not possible to return to the pre-school, all parents should be contacted and children collected.
- If parents cannot be contacted, the staff will remain with the children in a safe place (i.e. the village school or hall) until the parents arrive for collection at the normal time.
- A minimum of 2 members of staff will remain until ALL children have been collected
- Evacuation instructions can be found in every room.
- Smoke alarms are checked regularly (once weekly) to ensure they are in good working order.
- Fire extinguishers are checked annually by the Fire Safety Officer.
- All permanent staff members should be made aware of and understand how to carry out any P.E.E.P's (Personal Emergency Evacuation Plan) for individual children with additional needs.

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	<i>(name of provider)</i>
Held on	_____ <i>(date)</i>
Date to be reviewed	_____ <i>(date)</i>
Signed on behalf of the provider	_____
Name of signatory	_____
Role of signatory (e.g. chair, director or owner)	_____