



## 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. A Fire Safety Log is used to record the findings of risk assessment, any actions taken or incidents that have occurred and our fire drills. We ensure our policy is in line with the procedures specific to our building, making reasonable adjustments as required.

### Procedures

#### *Fire safety risk assessment*

- 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 follow the guidance as set out in the Government guidance Fire Safety Risk Assessment - Educational Premises (HMG 2006).
- Our setting will ensure that they have a copy of the fire safety risk assessment that applies to the building and that they contribute to regular reviews.

#### *Fire safety precautions taken*

- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- The building trustees have all electrical equipment checked annually by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced.
- 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 per term; records are kept of fire drills and the servicing of fire safety equipment.

#### *Emergency evacuation procedure*

In the event of a fire or other emergency requiring evacuation of the building:

- The fire alarm is raised in the upstairs rooms and a fire whistle is blown in three short blasts downstairs.
- The fire whistle is blown out of the upstairs window to attract attention if evacuation cannot be made down the stairs.
- A designated 'suitable' person will check where the fire is.
- Children and staff will join hands in a line and be led out through the nearest appropriate fire exit.
- All staff and children will meet on the hard standing outside the main gate of Mildmay Infant and Nursery School.
- Where evacuation from a room is unsafe because of the position of the fire or other hazard, all staff and children in that room will remain inside with a fire blanket placed across the bottom of the door.
- The 'suitable' person will make a final check of the toilets and make their way over to the meeting place.
- The Manager/Administrator will call the Fire Service, check all the rooms in the building, ensuring all doors are closed.
- They will take the children's register and children's records, the staff and visitors' signing in book and the keys.
- Once they have checked again that all staff and children have left the building, the Manager/Administrator will make their way over to the meeting place.
- A register of all staff and children will be taken.
- No one should return to the building before the Fire Service has deemed it safe to do so.

#### *Fire drill procedure*

- Fire/evacuation drills are carried out once per term.
- The children, staff and parents are made aware of the fire exits as part of the induction process.
- The emergency evacuation procedures detailed above are followed.
- Following a drill, all details will be recorded in the Fire Drill Log and evaluated to ensure good practice. The Fire Drill Log contains:
  - Date and time of the drill.
  - The location of the fire.
  - How long it took.
  - Whether there were any problems that delayed evacuation.
  - Any further action taken to improve the drill procedure.
- After the drill, the plastic disk must be replaced in the fire alarm with alarm key 30 in the key box.

#### **Legal framework**

- Regulatory Reform (Fire Safety) Order 2005

#### **Further guidance**

- Fire Safety Risk Assessment - Educational Premises (HMG 2006)

This policy was reviewed by	The Fledgelings Preschool
On	16/08/2017
Date to be reviewed	August 2019
Signed on behalf of the provider	
Name of signatory	Rachel Bell
Role of signatory	Committee Member