



HEALTH AND SAFETY POLICY

4. 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 Pre-School Supervisor 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 to review our Fire Risk Assessment.

Procedures

- The basis of fire safety is risk assessment and we use a reputable company to conduct a 5 yearly fire risk assessment of our building and site.
- The Pre-School Supervisor is competent to complete our daily, weekly risk and termly risk assessments to ensure we meet required safety standards.
- Our Fire Safety Risk Assessment is regularly reviewed.
- Our Fire Risk Safety Assessment focuses on the following for each area of the setting:
 - Electrical plugs, wires and sockets.
 - Electrical items.
 - Gas boiler.
 - Cooker.
 - Matches.
 - Flammable materials.
 - Flammable chemicals.
 - Means of escape.
 - Anything else identified.
- New staff receive fire safety training during their induction.
- Staff receive regular refresher training in fire safety and the use of fire-fighting equipment.

Fire safety precautions taken

- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Fire exits are clearly marked and are kept clear at all times.
- We operate a “No Smoking, Vaping or e-Cigarettes” policy.



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4. FIRE SAFETY AND EMERGENCY EVACUATION (continued)

- Emergency lighting is installed and is regularly checked.
- Firefighting appliances conform to BSEN standards, are fitted in appropriate high-risk areas of the building. They are checked annually by an appropriate contractor and updated as necessary.
- All our electrical items are PAT tested annually by a reputable company. Any faulty electrical items are 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, visitors and parents;
 - practised regularly at least once each half term.
- Records are kept of fire drills and the servicing of fire safety equipment.

Emergency Evacuation Procedure

Our Emergency Evacuation Procedure (please refer to separate policy called “Emergency Evacuation Procedure”) covers the procedure to be followed for practice drills including:

- How children are familiar with the sound of the fire alarm.
- How the children, staff and parents know where the fire exits are.
- How children are led from the building to the assembly point.
- How 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.

Fire Drills

We hold fire drills half termly and record the following in the fire drill records:

- Date and time of the drill.
- Number of children and adults involved.
- How long it took to evacuate.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.