

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 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. The basis of fire safety is risk assessment. These are carried out by a 'competent person'. We carry out a risk assessment; this will be written where there are more than five staff. This will follow the guidance as set out in the *Fire Safety Risk Assessment – Educational Premises* document. We ensure that we have a copy of the fire safety risk assessment that applies to the building and is regularly reviewed.

EYFS key themes and commitments

A Unique Child –1.3 keeping safe

Enabling environments –3.3 The learning environment, 3.4 The wider context

Procedures

In the event of fire alarm sounding

- A full evacuation will be carried out immediately
- Person in charge to check fire alarm unit, to discover what zone fire has been detected
- Person in charge to investigate the zone where the alarm unit has detected a fire
- Person in charge to inform senior staff what area is being investigated
- Person in charge will report findings to other staff members present

Available fire exits

- Main pre-school entrance door / back door – This is the first exit that all staff and children should go to if it is safe to do so. All staff and children will meet on the entrance the school playing field until management confirms that it is safe to re-enter the pre-school.

If false alarm

- Person in charge to reset fire alarm
- Staff and children will re-enter the pre-school
- Person in charge to record the false alarm

Emergency Evacuation Procedure (This also cover procedures for practice drills)

- All staff and children to assemble in a calm manner to the nearest available fire exit
- Children are familiar with the sound of the fire alarm.
- Children staff and parents know where the fire exits are.
- The nominated member of staff must take the register
- Person in charge must then do a quick head count whilst nominated member of staff is

- checking all areas of the pre-school
- In a calm and quick manner staff must then safely lead all the children to the assembly point (entrance to school playing field)
- Staff must then do a thorough head count
- Person in charge to take in her possession, the registration folder, which contains all of the children's contact details and contact emergency services.
- Once everyone has met at the assembly point the person in charge will check that all staff and children are safe and present
- If children cannot re-enter the premises then they must go to Mellis School Hall for their own safety.
- The person in charge will notify all parents of their child's well-being and arrange for their child to be collected from Mellis School Hall.
- On arrival of emergency services the person in charge will speak with fire crew / emergency services safety.

Fire exits

Fire exits are clearly marked and we set out our equipment in a way that does not obstruct them. Signs to exit the premises are clearly displayed.

- 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.
- 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, on different days and session times.**
- Records are kept of fire drills and the servicing of fire safety equipment.

The fire drill record must contain:

- 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.

This policy links to the following legislation:

- Safeguarding Vulnerable Groups Act 2006
- Statutory Framework for the Early Years Foundation Stage under the Childcare Act 2006
- Children Act (CA) 1989 and 2004
- Conventions of the Rights of the Child, the United Nations International Children's Emergency Fund (UNICEF) 1989
- Data Protection DPA 1998
- Every Child Matters – Change for Children (ECM) 2004
- Freedom of Information Act (FoIA) 2000
- The Human Rights Act (HRA) 2000
- Equalities Act 2010

Legal framework ▪ Regulatory Reform (Fire Safety) Order 2005 www.opsi.gov.uk/si/si2005/20051541.htm

Further guidance ▪ *Fire Safety Risk Assessment - Educational Premises* (HMG 2006)
www.communities.gov.uk/publications/fire/firesafetyrisk6

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