

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.

Come and Play Preschool



Registered Charity No. 1022409

8.5 Fire safety and emergency evacuation

Policy statement

We ensure the highest possible standard of fire precautions are in place. The preschool leader 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. An Emergency Evacuation Log is used to record the findings of risk assessment, any actions taken or incidents that have occurred and our fire drills.

Procedures

Fire safety risk assessment

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- Flora Lau 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).
- Our fire safety risk assessment focuses on the following for each area of the setting:
 - Electrical plugs, wires and sockets.
 - Electrical items.
 - Gas boilers.
 - Cookers.
 - Matches.
 - Flammable materials – including furniture, furnishings, paper etc.
 - Flammable chemicals.
 - Means of escape.
 - Anything else identified.
- We rent the 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 safety precautions taken

- we ensure that fire doors are clearly marked, never obstructed, and easily opened from the inside.
- we ensure that 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.

- We 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 clearly displayed in the premises.
- explained to new members of staff, volunteers, and parents; and
- practised regularly, at least once every half term.
- Records are kept of fire drills and of the servicing of fire safety equipment (also kept by Church).

Emergency evacuation procedure

- Raise the alarm by blowing the whistle and declaring an exit to be used (front or back door)
- If whistle is sounded in the small room, evacuate via back door. Everyone in the small room to leave by the safest exit
- Deputy Supervisor Julie Hurst collects the register including the visitor records and a mobile phone (Or, if Deputy is not present, the Supervisor) and leaves the building by the safest exit
- Rest of staff follow with all children and make their way to the front of the church. Do not stop to collect personal property
- Supervisor searches the hall and toilets on way out if safe to do so and leaves the building last
- A member of staff uses mobile phone to ring for the emergency services
- Count adults and children and ensure everyone is accounted for
- Stay at assembly point until otherwise instructed. Do not re-enter building
- NEVER underestimate a fire
- All fire exits are signposted and have a copy of the evacuation procedure displayed next to them
- Visitors are shown a card or are verbally told by the supervisor or deputy of what to do in the event of an evacuation

Fire drills

- We hold fire drills half termly and record the following information about each fire drill in the Fire Safety Log Book:
- The date and time of the drill.
- Number of adults and children involved
- How long it took to evacuate.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

This policy was adopted on

12/10/2021

Date to be reviewed

Spring 2023

Signed by committee chairperson

Signed by preschool leader