



Registered Charity No. 1022409

4 Fire safety policy and procedures

Designated Health and Safety Officer is: Flora Lau

Designated Fire Marshalls is: Flora Lau

4.1 Fire safety policy

Aim

Our preschool is a suitable, clean, and safe place for children to be cared for, where they can grow and learn. We meet all statutory requirements about fire safety and fulfil the criteria for meeting the relevant Early Years Foundation Stage Safeguarding and Welfare Requirements.

Objectives

- We recognise that we have a corporate responsibility and a duty of care for those who work in and receive a service from our provision, but individual employees and service users also have a responsibility to ensure their own safety as well as that of others. Risk assessment is the key means through which this is achieved.
- The preschool manager and staff are familiar with the current legal requirements.
- A fire safety risk assessment is carried out by a competent person, such as our Fire Officer or Fire Safety consultant, in accordance with the Regulatory Reform (Fire Safety) Order 2005.
- A Fire Log is used to record the findings of risk assessment, any actions taken or incidents that have occurred and our fire drills.
- Necessary equipment is in place to promote fire safety.

Legal references

Regulatory Reform (Fire Safety) Order 2005)
Electricity at Work Regulations (1989)

Further guidance

Fire Safety Record (Early Years Alliance 2019)

Fire Safety Risk Assessment: Educational Premises

www.communities.gov.uk/publications/fire/firesafetyrisk6

This policy was adopted on

6th September 2025

Date to be reviewed

6th September 2026

Signed by committee chairperson

Signed by preschool manager
