



Registered Charity No. 1022409

## 4 Fire safety policy and procedures

**Designated Health and Safety Officer is: Flora Lau**

**Designated Fire Marshalls is: Flora Lau**

### 4.2 Fire safety procedures

The preschool manager has access to, or a copy of, the fire safety procedures specific to the building and ensure they align with these procedures. The manager makes reasonable adjustments as required to ensure the two documents do not contradict each other.

#### **Fire safety risk assessment**

Fire safety risk assessment form is carried out in each area of the preschool by a 'competent person', who has received training in fire safety sufficient to be competent to carry out the risk assessment, using the five steps to fire safety risk assessment as follows:

1. Identify fire hazards
  - Sources of ignition.
  - Sources of fuel.
  - Sources of oxygen (including oxygen tanks for disabled children).
2. Identify people at risk
  - People in and around the premises.
  - People especially at risk including very young babies, less ambulant disabled children or those using specialised equipment, such as splints, standing frames.
3. Evaluate, remove, reduce and protect from the risk
  - Evaluate the risk of the fire occurring.
  - Evaluate the risk to people from a fire starting on the premises.
  - Remove and reduce the hazards that may cause a fire.
  - Remove and reduce the risks to people from a fire.

4. Record, plan, inform, instruct, train
  - Record significant findings and action taken.
  - Prepare an emergency plan.
  - Inform and instruct relevant people; inform and co-operate with others.
  - Provide training.
5. Review
  - Keep assessment under review and revise when necessary.

The fire safety risk assessment focuses on the following for each area:

- Electrical plugs, wires, sockets.
- Electrical items.
- Gas boilers.
- Cookers.
- Matches.
- Flammable materials, including furniture, furnishings, paper etc.
- Flammable chemicals (which are also covered in COSHH).
- Means of escape.
- Any other, as 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 include:**

- Fire exit signs are the green 'running man' signs and are in place and clearly visible.
- Fire exits by doors are those that show a green light at night.
- Fire doors are clearly marked, never obstructed, and easily opened from the inside.
- Our emergency evacuation procedures are clearly displayed in the premises, and explained to new members of staff, volunteers and parents.
- The smoke detectors/alarms are firefighting appliances confirm to BS EN standards, are fitted in appropriate high-risk areas of the building and are checked as specified by the manufacturer.
- Fire alarms are in place and tested monthly, and where necessary supplemented with visual warnings. This is recorded.
- Smoke alarms are in place and tested monthly. This is recorded.
- A fire blanket is in place in the kitchen.
- Fire extinguishers are in place and are appropriate
- All electrical equipment is checked by a qualified electrician annually.
- Any faulty electrical equipment is taken out of use and recorded as such or condemned (whichever is necessary).
- Sockets are covered. This is different to using plug sockets inserts, a socket cover, covers the whole socket, including the switch and is safe to use.
- Water and electrical items do not come into contact; staff do not touch electrical items with wet hands.
- All fire safety equipment is serviced and checked annually (also kept by church).
- Gas boilers and cookers are checked and serviced annually by a Gas Safe registered engineer (by church).
- If matches are used in the kitchen, they are kept in a drawer.
- Our boiler/electrical switch gear/meter cupboard is not accessible to the children.

- Heaters, electric sockets, wires and leads are properly guarded, and the children are taught not to touch them.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds. This is not accessible for the children.
- Lighting and ventilation are adequate in all areas including storage areas.
- We switch electrical devices off at the plug after use

### **Fire Drills**

- Fire Drills (to include emergency evacuation procedures and lock down) are held **at least half termly**.
- Drills are recorded, including:
  - date and time of drill
  - staff involved and numbers of children
  - how long it took to evacuate
  - any reason for a delay in achieving the target time and
  - any further action taken to improve the drill procedure.

#### ***Emergency evacuation procedures:***

##### ***Fire evacuation:***

- Raise the alarm by blowing the whistle and declaring an exit to be used (front or back door)
- Deputy Manager collects the register including the visitor records and a mobile phone (Or, if Deputy is not present, the Manager) 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
- Manager 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 Manager or deputy of what to do in the event of an evacuation

### **Further guidance**

Dynamic Risk Management (Pre-school Learning Alliance 2017)

Fire Safety Record (Early Years Alliance 2019)

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

[www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises](http://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises)

This policy was adopted on

6<sup>th</sup> September 2025

Date to be reviewed

6<sup>th</sup> September 2026

Signed by committee chairperson

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Signed by preschool manager

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