

## **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.

Reviewed May 2021 KY

### **8.5 Fire safety and emergency evacuation**

#### **Policy statement**

We ensure the highest possible standard of fire precautions are in place. The person in charge and our 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. A Fire Safety Log Book is used to record the findings of risk assessment, any actions taken or incidents that have occurred and our fire drills. Downloadable Fire Safety Log Books are widely available free of charge on line. We ensure our policy is in line with the procedures specific to our building, making reasonable adjustments as required.

#### **Procedures**

##### *Fire safety risk assessment*

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- The manager 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.
- Where we rent 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.

- The Church Hall Management 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.
- As part of our risk assessment we test to see if the smoke alarm is working at the beginning of every week.
- We check the dates the fire equipment was last maintained at each of our 6 monthly risk assessments and should the need arise raise with the church that the equipment is due for inspection.
- 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 3 times every term.
- Records are kept of fire drills and of the servicing of fire safety equipment.

### *Emergency evacuation procedure*

Every setting is different and the evacuation procedure will be suitable for each setting. It must cover procedures for practice drills including:

- How children are familiar with the sound of the fire alarm. *The children are familiarised with the sound of the fire bell during group time.*
- How the children, staff and parents know where the fire exits are. *Children are shown the fire exits in group time each term. Staff are shown exits during their induction training. Parents are shown the fire exits when they help for the first time.*
- How children are led from the building to the assembly point. *Children are led from the building by all staff. Children line up in front of the garage in Woodcote Road carpark. Supervisor checks building.*
- How children will be accounted for and who by. *Deputy does 1st role call while waiting for Supervisor to check the building, then Supervisor does 2nd role call.*
- How long it takes to get the children out safely. *Practice drills are timed to ensure it is completed safely and quickly.*
- Who calls the emergency services, and when, in the event of a real fire. *Deputy passes phone to member of staff to call emergency services as soon as they reach assembly point.*
- How parents are contacted. Parents are contacted *Parents are contacted using the emergency cascade.*

### *Fire drills*

We hold fire drills 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.

## Legal framework

- Regulatory Reform (Fire Safety) Order 2005

## Further guidance

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

This policy was adopted by	<u>Caversham Heights Pre-school</u>	<i>(name of provider)</i>
On	<u>4<sup>th</sup> December 2018/updated May</u>	<i>(date)</i>
	<u>4<sup>th</sup> 2021</u>	
Date to be reviewed	<u>May 2022</u>	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	<u>Katharine Yarwood</u>	
Role of signatory (e.g. chair, director or owner)	<u>Supervisor</u>	

## Other useful Pre-school Learning Alliance publications

- Fire Safety Record (2015)

# FIRE INSTRUCTIONS

- reviewed May 2021

## IF YOU DISCOVER A FIRE

The person who discovers the fire, rings the **bell** to evacuate through back door via outdoor play area to Woodcote Road assembly point.

*or if main exit blocked*

rings the **bell** to evacuate through main exit to Highmoor Road then walk the children round path to the Woodcote Road assembly point.

The **bell** is on the top of the piano in the Woodcote room during session times. (It is stored in the cupboard next to vestry when the setting is closed).

On hearing the alarm all staff lead children out of the building to the Woodcote Road assembly point.

The staff member in the Woodcote Room collects the **signing in register, red card box index and mobile phone** from the top of the Woodcote Room piano. As soon as they reach assembly point Deputy starts 1<sup>st</sup> role call and passes phone to a member of staff to call fire brigade.

The Supervisor picks up the **register**, checks all rooms and toilets are empty, closing doors as rooms checked and cleared.

**Supervisor undertakes 2<sup>nd</sup> role call.**

**Parents contacted to arrange collection of children.**

**Children will be walked to St Andrews for collection should it be unsafe for them to stay at Caversham Heights Methodist Church**

### **Emergency Evacuation Route to St Andrews Church Hall**

To be used only if it is unsafe for us to stay on the site of Caversham Heights Pre-School. Children to walk in pairs along the pavement, with all adults on the roadside of the children.

Assistant Supervisor to lead and Supervisor to bring up the rear of the line.

We will proceed left along Highmoor Road to the crossroads. Then turn left into Albert Road and continue along the road to St Andrews church hall where we will assemble in the outside area.

Parents will be called and told to collect from St Andrews.