



FIRE SAFETY AND EMERGENCY EVACUATION

Long Bennington Pre-School

Registered Charity: 1157300

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

3.56. 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.

Designated Fire Marshalls are: [Julie Knapton Butler](#), [Rebecca Sadler](#)

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 a Fire Protection Consultant. A Fire Safety Log is used to record the findings of risk assessment, any actions taken or incidents that have occurred and our fire drills. We ensure our policy is in line with the procedures specific to our building, making reasonable adjustments as required.

Procedures

- 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.
- A fire safety risk assessment is carried out by a 'competent person'.
- The Designated Fire Marshalls have received training in fire safety sufficient to be competent to carry out the risk assessment; this will be written and will follow the Government guidance Fire Safety Risk Assessment - Educational Premises (HMG 2006).

Fire Safety Risk Assessment

Our Fire safety risk assessment form is carried out on the setting 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 and sockets.
- Electrical items.
- Boilers
- Cookers
- Matches
- Flammable materials – including furniture, furnishings, paper etc.
- Flammable chemicals (which are also covered in COSHH)
- Means of escape.
- Anything else identified.
- As we rent premises, we will ensure that we have a copy of the *Fire Safety Risk Assessment* that applies to the building, either from the Village Hall Committee or our own, and that we contribute to regular reviews.
- A Fire Log is completed and regularly updated
- Necessary equipment is in place to promote fire safety.

Fire safety precautions taken

- We ensure that fire doors are clearly marked, never obstructed and easily opened from the inside.
- We ensure that, through our *Fire Safety Risk Assessment*, 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.
- Water and electrical items do not come into contact, staff do not touch electrical items with wet hands
- 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 six weeks.
- Records are kept of fire drills
- A fire blanket is in place in the kitchen
- All fire safety equipment is checked annually

Emergency evacuation procedure

- Alert other members of staff, users of the hall and the Fire Service at the earliest opportunity by shouting 'FIRE' or by pressing the fire alarm button situated in the foyer (only if safe to do so).
- The Fire Marshall on that day takes charge and allocates staff roles; 1 member of staff leads the children, 1 member of staff checks toilets on the way out and the Fire Marshall unchains the

door, takes the 'grab bag' and register from the window ledge and is the last to leave. Where only 2 staff are on duty, 1 leads the children and the Fire Marshall unchains the door, takes the bag and registers and checks the toilets. A head count is done at this stage.

- No personal items are collected.
- Everyone leaves the building by the nearest emergency exit (usually the external door to the Pre-school room).
- The lead member of staff walks to the metal gates followed by the children and other staff members with the Fire Marshall making sure all the children are present and the door is closed behind them on leaving. (for the purposes of a fire practise, a register is taken at the gates and time taken for evacuation, any problems encountered noted in the Fire Evacuation Log). All staff then escort the children to the Fire Assembly Point, by the Notice Board and bench in front of the Village Hall.
- A register is then taken.
- If the Emergency Service has not already been informed, the Fire Marshall now does so.
- Parents will now be contacted using the mobile phone in the 'grab bag'.
- No-one re-enters the village hall until the Emergency Services deem it safe to do so.

In the event of Pre-school being in another part of the building, the same procedure is followed by leaving by the nearest available exit and assembling by the Notice Board and bench in front of the Village Hall. It may be unfeasible to follow the Fire Evacuation Procedure exactly.

Fire drills

We hold fire drills termly and record the following information about each fire drill in the Fire Safety Log:

- 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
- Electricity at Work Regulations (1989)

Further guidance

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

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

www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises