

General Welfare Requirement: Suitable premises, environment and equipment

Outdoor and indoor spaces, furniture and toys must be safe and suitable for their purpose.

Grove Pre-school

Health and Safety

3.4 Fire safety and emergency evacuation

Policy Statement

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The person in charge 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.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe		3.3 The learning environment 3.4 The wider context	

Procedures

- The basis of fire safety is risk assessment. These are carried out by a 'competent person'.
- The manager has received training in fire safety sufficient to be competent to carry out risk assessment; this will be written where there are more than five staff. This will follow the guidance as set out in the *Fire Safety Risk Assessment – Educational Premises* document.
- Settings in rented premises will ensure that they have a copy of the fire safety risk assessment that applies to the building and that they contribute to regular reviews.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- 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, approximately every six weeks.

- Records are kept of fire drills and the servicing of fire safety equipment.

Emergency evacuation procedure

- . We blow a whistle if we need to evacuate the building. The children are made aware of what this means by regularly practicing fire drills and by Staff regularly verbally reminding the children what we have to do if we hear a loud whistle at Pre-school.
- . Fire exits are clearly marked. The children are instructed to 'go to the adult blowing the whistle' and assisted by Staff to follow the Supervisor to the Fire Exit.
- . One Staff Member is designated to check all areas of the building (if it is still safe to do so). The designated Staff Member is decided by a rota and all Staff are made fully aware of their rota sessions.
- . The assembly point is by the Playhouse in the garden. Staff assist the children to the assembly point.
- . The number of children and adults present is checked against the register for that day. It is the Supervisors responsibility to bring the ' Register and Contact Details Book' to the assembly point and to call the register.
- . In most instances the children respond well to fire drills and we can evacuate the building very swiftly, in one to two minutes.
- . The Supervisor carries our mobile phone with her at all times. Once all children and adults are safely out of the building the Supervisor will pass the phone to the nearest available Staff member who will phone the emergency services whilst the Supervisor begins the roster.
- . Parents are contacted via mobile phone. Contact details are brought out of the building by the Supervisor.
- . The agreed waiting point in the event of us having to leave our premises is 'The Folley'.

The fire drill record book contains:

- Date and time of the drill.
- How long it took.
- 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
www.opsi.gov.uk/si/si2005/20051541.htm

Further guidance

- *Fire Safety Risk Assessment - Educational Premises* (HMG 2006)
www.communities.gov.uk/publications/fire/firesafetyrisk6

This policy was adopted at a meeting of _____ name of setting

Held on _____ (date)

Date to be reviewed _____ (date)

Signed on behalf of the management
committee

Name of signatory _____

Role of signatory (e.g. chair/owner) _____