

# Fire safety and emergency evacuation

## Policy statement

We ensure the highest possible standard of fire precautions are in place. Nicola Baker (Deputy Manager) is the head of Health and Safety and our Designated Fire Officer. She is familiar with the current legal requirements and is Fire Safety Trained.

When a fire drill takes place, or a fire occurs, a Fire Safety Log is used to record the findings, any actions taken or incidents that have occurred and additions to add to our Fire Risk Assessment.

## Procedures

### *Fire safety risk assessment*

- The basis of fire safety is risk assessment, and this is carried out in full by the Church.
- The Fire Officer has received training, is fire safety sufficient and competent to carry out the risk assessment for the Preschool.
  - The Church 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.
- The Preschool Risk Assessment focuses on Preschool equipment and the safe evacuation of children and staff in case of a fire, and during fire drills
- The Fire Officer, Nicola Baker has access to, or a copy of, the fire safety procedures specific to the building and ensure they align with these procedures. The setting Fire Officer makes

### *Fire safety precautions taken*

- We ensure the fire doors are clearly marked, never obstructed and easily opened from the inside.
- 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 not locked during normal working hours.

- We ensure that smoke detectors/alarms are fitted in the kitchen and the the church ensures 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 through the church. Any faulty electrical equipment is taken out of use and either repaired or replaced.
- Our emergency evacuation procedures are approved by the Fire Safety Officer (Nicola Baker) and are:
  - clearly displayed in the premises;
  - explained to new members of staff, volunteers and parents; and
  - practised regularly, at least once every half term.
- Records are kept of fire drills.

#### *Emergency evacuation procedure*

- Children are familiar with the sound of the fire alarm.
- Children, staff and parents know where the fire exits are.
- Children are led from the building to the assembly point.
- The register is taken to ensure all are accounted for during a fire drill or evacuations.
- We record how long it takes to get the children out safely.
- The Manager or Deputy calls the emergency services, and when, in the event of a real fire.
- The Manager and Deputy contact parents.

#### *Fire drills*

We hold fire drills half 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.

#### **Further guidance**

Fire Safety Risk Assessment: Educational Premises (HMG 2006): <https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises>