

Fire safety and emergency evacuation Policy

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 the staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as a 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:

www.safetymanagementuk.com/downloads/fire_safety_log_book.pdf

Dawn Webster and Stephanie Gorstige (Joint Supervisors) have received training with fire hydrants and are the nominated fire wardens to lead people out of the premises:-

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- The Supervisors have 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.
- A set of keys is kept near to Playschool Main Entrance in order to open the door quickly in an emergency.
- We 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.

- All electrical equipment checked annually by a qualified electrician. 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 and are:
 - clearly displayed in the premises;
 - explained to new staff, volunteers and parents; and
 - practised regularly, at least once every six weeks.
- Records are kept of fire drills and of the servicing of fire safety equipment.

Wigton Moor Playschool's Staff, Volunteers, Students and Children practice the Fire Drill and emergency evacuation procedure every half term. The emergency exits are pointed out, and visitors, staff, volunteers and students are given a copy of the Fire Drill and Evacuation Procedure.

The evacuation of the building for a flood is the same as the Fire Drill Policy. In the event of a gas leak, suspect package or bomb the procedure is the same but the children will be evacuated to the garden at the back:-

1. A whistle is blown for the Fire Drill then.
2. In the event of an emergency evacuation the fire alarm will be sounded. The Supervisor, or named person in charge will call the emergency services.
3. The assistants in the craft room to take the children from that room out through the unlocked back door into the play area, round the back of the Church into the car park. The assistants to pick up the signing out book on the way out.
4. Anyone in the rear corridor, cloakroom, storage room, or office, will evacuate the building from the fire exit door at the end of this corridor, and join the rest of the group in the car park, or on the public footpath. A key is provided.
5. The staff/volunteers in the outside play area walk the children through the outside gate to the car park on the left of the main building. A key is provided.
6. If the car park is an unsafe area to gather the children will be led to the public footpath in front of the fenced area away from the building.
7. The Supervisors or named person in charge need to check the Toilets, The Cloackroom, Room, The Storage Rooms, The Office, The Quiet Area/Entrance, the Main Activity Room, The Kitchen and outside Play Area for stray children and adults. When satisfied that everyone is out of the building, go to the car park where the register will be taken. The telephone must be picked up on the way out of the building.

8. The register contains parents home and/or mobile telephone numbers. In the event of a real fire or emergency evacuation staff will contact parents/carers in order for them to collect their children.
9. Following a fire drill practice the following information is to be recorded in the fire drill record book:-
 - Date and time of drill
 - How long it took to evacuate
 - Number of children, staff, volunteers, students and/or others
 - Whether there were any problems that delayed the 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 _____ (name of provider)
On _____ (date)
Date to be reviewed _____ (date)
Signed on behalf of the provider _____
Name of signatory _____
Role of signatory (e.g. chair, director or owner) _____