

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.



8.5 Fire safety and emergency evacuation

Policy statement

We ensure the highest possible standard of fire precautions are in place. The Manager and staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Officer. 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. We ensure our policy is in line with the procedures specific to our building, making reasonable adjustments as required.

Procedures

- 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
 - Flammable materials – including furniture, furnishings, paper etc.
 - 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 fire doors are clearly marked, never obstructed and easily opened from the inside.
- We ensure smoke detectors/alarms and firefighting 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.
- 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 once every six weeks.
- 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.
- How the children, staff and parents know where the fire exits are.
- How children are led from the building to the assembly point.
- How children will be accounted for and who by.
- How long it takes to get the children out safely.
- Who calls the emergency services, and when, in the event of a real fire.
- How parents are contacted.

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 fire drill procedure

Fire procedures

The Playgroup staff will ensure:

- That all children are led out of the unit through the nearest fire exit (exits marked on attached plan).
- That the children will line up facing English Road by the English Road fencing.
- That the Playgroup Manager headcounts the children and checks the register to account for all children, staff and helpers.

The Playgroup Manager will:

- Be the last to leave and check the premises for all children, staff and helpers.
- Bring the register and mobile phone (this may be delegated).
- Close doors and set off the fire alarm (if the fire is in the Playgroup unit).
- Ring the Fire Brigade and the main school using the mobile.

Assembly point

The assembly point is in front of the main school, markings facing English Road in the English Road playground. The second assembly point is at the school gate.

In the event of the school being unable to provide shelter, the Englishman Public House in English Road is available to accommodate us whilst awaiting pick up by parents/carers.

The emergency evacuation and fire drill record book must contain:

- The 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

Further guidance

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

This policy was adopted at a meeting of	Foundry Lane Community Playgroup Management Committee
Held On	15 th July 2009
To be reviewed	Annually
Signed for and on behalf of Foundry Lane Community Playgroup Management Committee	
Name of Signatory	K. Heath
Role of Signatory	Chairperson

Review Date	Reviewed By (Name)	Role	Signed
05/01/12	V. Whybrew (amended)	Chairperson	
20/06/12	B. Angel	Chairperson	
28.02.3	B. Angel	Chairperson	
31.01.25	C. Carstairs	Treasurer	
20.05.16	S. Andrade	Chair	
19.07.17	J. Tanner	Chair	
18.07.18	J. Tanner	Chair	
15.07.19	J. Stephens	Chair	
10.07.2020	J. Stephens	Chair	