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 our premises present no risk of fire by ensuring the highest possible standard of fire precautions. 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 Officer. A Fire Safety Record is kept of the findings of the 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

Fire safety risk assessment
- 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.
    - 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.
- 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.
- 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:
  - 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.

Procedures for practicing drills:

- Children are familiar with the sound of the fire alarm through regular practice drills.
- Children, staff and parents know where the fire exits are through regular practice drill and signage.
- Children are led from the building to the assembly point by members of staff either by walking or , if necessary, being carried.
- Children will be accounted for by first carrying out a head count and then checking by carrying out a roll call using the register.
- It takes less than one minute to get children out safely, and no more than 3 minutes to account for all children.
- The person in charge will call the emergency services immediately after evacuation of the premises, in the event of a real fire.
- Parents are contacted by using the mobile phone.

Fire drills

We hold fire drills termly and record the following information about each fire drill:

- 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

Further guidance

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

This policy was adopted by	The Riverside Nursery School
On	1st March 2019
Date to be reviewed	March 2020
Signed on behalf of the provider	
Name of signatory	Beverley Feeney
Role of signatory (e.g. chair, director or owner)	Owner / Manager