

Coniston Early Years Centre Policy Document

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.



High Quality Care for All Children
A Firm Foundation for Education

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 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.

Procedures

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- The competent person has carried out a risk assessment; and as there are 5 or more staff employed at the pre school this is a written document and follows the Government guidance Fire Safety Risk Assessment - Educational Premises (HMG 2006)
- As we are in rented 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 doors are clearly marked, never obstructed and easily opened from the inside.
- 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. The fire alarm system, sprinkler system and all associated elements were newly fitted in August 2017.
- 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 where applicable; and
 - Practised regularly, at least once every twelve weeks.
 - Records are kept of fire drills and of the servicing of fire safety equipment.

Emergency evacuation procedure

Every setting is different and any evacuation procedure must be applicable to the setting but all evacuation procedures must cover procedures for practice drills including:

- How children are familiar with the sound of the fire alarm.

- How the children, staff and visitors 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.

The 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)
- Avon Fire and Rescue Service Website - www.avonfire.gov.uk/safety-advice
- Government guidance - www.gov.uk/government/uploads/system/uploads/attachment_data/file/14899/fsra-5-step-checklist.pdf
- www.gov.uk/government/publications/making-your-premises-safe-from-fire