

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

Fire safety Lead in preschool: Carla Magalhaes

Kingsgate Buildings Fire Lead: Louise Gibson

Policy statement

Kingsgate ensure the highest possible standard of fire precautions are in place. 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 our Fire Officer or Fire Safety Consultant. The centres coordinator (**Louise Gibson**) is **responsible for weekly fire bell tests and termly fire drill evacuation of the whole building.**

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. **[For group provision: 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 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 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

- Children hear the fire alarm weekly (every Friday at 9.30am) to get them familiar with what the alarm sound means.
- Parents receive information by the manager when their children start preschool and are directed to the fire evacuation information signs. Parents who have English as an additional language are spoken to by staff members who speak the same language or the manager ensures they are informed through interpretation means, such as, paperwork How the children, staff and parents know where the fire exits are.
- Children will be led calmly to the nearest exit and make their way down the main stair
- 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 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	Kingsgate community Centre Preschool	<i>(name of provider)</i>
On	16/02/2019	<i>(date)</i>
Date to be reviewed		<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Sarah Twomey	
Role of signatory (e.g. chair, director or owner)	Manager	

Other useful Pre-school Learning Alliance publications

- Fire Safety Record (2015)