

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 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 a Fire Safety Consultant. A Fire Safety Folder is used to record the findings of risk assessment, any actions taken or incidents that have occurred and our fire drills.

Our current named Fire Safety Officers are: Deborah Langham and Amy Claypole

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. (keys are kept close by for any doors that have to be locked for child safety)
- 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.
- We do not cover sockets with safety covers after recent safety recommendations from the NHS.
- Our emergency evacuation procedures are;
 - clearly displayed in the premises;

- explained to new members of staff, volunteers and parents; and
- practised regularly
- Records are kept of fire drills and of the servicing of fire safety equipment.

Emergency evacuation procedure

See separate emergency evacuation procedure and fire plan displayed in rooms

Fire drills

We hold fire drills termly and record the following information about each fire drill in the Fire Safety Folder:

- 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	<u>Daffodils Outdoor Nursery Ltd</u>	<i>(name of provider)</i>
On	<u>August 2019</u>	<i>(date)</i>
Date to be reviewed	<u>August 2020</u>	<i>(date)</i>
Signed on behalf of the provider	<hr/>	
Name of signatory	<hr/>	
Role of signatory (e.g. chair, director or owner)	<hr/>	

Other useful Pre-school Learning Alliance publications

- Fire Safety Record (2015)