

Safeguarding and Welfare Requirement: Safety and Suitability 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.

Safety and Suitability of Premises, Environment and Equipment

8.5 Fire safety and emergency evacuation including lock down procedures

Policy statement

We ensure the highest possible standard of fire precautions are in place. Where necessary we seek the advice of a competent person, such as our Fire Officer or Fire Safety Consultant. 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.

Procedures

Fire safety risk assessment

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- The supervisor has received training in fire safety sufficient to be competent to carry out the risk assessment; this 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.

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 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.
- We ensure sockets are covered. 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 half term.
- Records are kept of fire drills and of the servicing of fire safety equipment.

Emergency evacuation procedure

Each setting is different and the evacuation procedure is suitable for each one. All 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.

Lock Down Procedure (Milldene)

- 'Code red' announced to all Staff.
- Deputy to ensure windows and doors are closed and where possible locked.
- Other member of staff to empty disabled toilet as far as possible. All children to get into disabled toilet space.
- Supervisor collects phone and calls police as soon as possible.
- Remain in area until authorities have given the all clear.

Lock Down Procedure (Baynards)

- Code red announced to all staff.
- Deputy to move coat rack to where it is when children enter the setting.
- All children will be encouraged to play 'Sleeping bunnies' on floor by the curtained cupboards, where there are no windows. (Coat rack is now between the children and the door).
- Supervisor phones police.

- Remain in area until authorities have given the all clear.

Lock Down Procedure (URC)

- Code red announced to all staff.
- All children will be encouraged to play ‘Sleeping bunnies’ on floor in corridor by toilets.
- Supervisor phones police.
- Remain in area until authorities have given the all clear.

Fire drills

We hold fire drills half-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	Tiptree Preschool Playgroup	<i>(name of provider)</i>
On	23 rd October 2019	<i>(date)</i>
Date to be reviewed	October 2020	<i>(date)</i>
Signed on behalf of the provider		

Name of signatory	Debbie Ager
Role of signatory	Chair

Other useful Pre-school Learning Alliance publications

- Fire Safety Record (2015)