

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.



(Registered charity number 10360990)

8.5 Fire safety and Emergency Evacuation Policy

Policy statement

Digswell Pre-School ensures the building we rent from St John's C of E School, Digswell, presents no risk of fire by ensuring the highest possible standard of fire precautions. Where necessary we seek the advice of a competent person, such as our Fire Officer or Fire Safety Consultant.

Procedures

Fire safety risk assessment

- The basis of fire safety is risk assessment.
- 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.
- 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.
- St John's C of E School 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.

Emergency evacuation procedure

The evacuation procedure covers 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.

Fire drills

We hold fire drills at least every six weeks and record the following information about each fire drill in the fire drill record 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

DIGSWELL PRE-SCHOOL

On

SEPTEMBER 2020

Date to be reviewed

SEPTEMBER 2021

Signed on behalf of the Pre-School committee
Name of signatory

MARTA ERENBK WALCZAK

Role of signatory (e.g. chair, director or owner)

CHAIRPERSON