

8.5 Fire Safety and Emergency Evacuation Policy



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. We record any actions taken or incidents that have occurred in a Fire Safety Log including our fire drills. 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 managers have 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). This has been cascaded to the rest of the team.
 - 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
- As 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.

8.5 Fire Safety and Emergency Evacuation Policy



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.
- The Village Hall Committee 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 Office and are:
 - clearly displayed in the premises.
 - explained to new members of staff, volunteers and parents; and
 - practised regularly, at least once every term.
- Records are kept of fire drills.

Emergency evacuation procedure

- How children are familiar with the sound of the whistle 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 which is included in the Evacuation bag containing a list of the children's names, parent/carer contact details
- We have an Evacuation bag that contains enough foil blankets for each child and adult in case of an evacuation.
We also take the register, registration book and Pre-School mobile to contact the parents/carers

8.5 Fire Safety and Emergency Evacuation Policy



Fire drills

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

- 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)

8.5 Fire Safety and Emergency Evacuation Policy



Date of Policy:	
Date to be reviewed:	
Signed by the Manager:	
Signed by the Committee:	
Name of signatory:	
Role of signatory:	