Fire safety and fire evacuation

Policy statement

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. 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 Local Fire Safety Officer. 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’. Where there are more than five staff, it will be a written risk assessment which follows the Government guidance ‘Fire Safety Risk Assessment - Educational Premises (HMG 2006)’.
- 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

- Emergency routes and exits are indicated by signs
- We ensure that fire doors are clearly marked, never obstructed and easily opened from the inside.
- All escape routes are kept clear at all times
- Pictorial operational signs and ‘action in event of fire’ signage is displayed adjacent to all manual fire alarm call points.
- Automatic fire detectors and fire-fighting appliances are tested externally by a competent contractor every 12 months.
- Portable Appliance Testing is carried out annually by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced.
- We ensure plug sockets in the play areas are covered.
- 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 (each half term).
- Records are kept of fire drills and of the servicing of fire safety equipment.
- Smoking is not permitted in the building
- Supplies/ stores of combustibles are kept to a minimum and clear from ignition sources.
Appropriate measures are in place for the safe storage and disposal of waste.
Appropriate management of leads, cables and adaptors.
Plans are in place to assist any persons that need assistance in the event of an emergency. (Personal emergency evacuation plan)
Flammable chemicals are kept in original containers, clearly labeled and stored out of the reach of children.
We work closely with the Responsible Person for Muswell Hill Baptist Church to ensure the whole building is compliant with the fire safety order.
Fire drills are practised at least once every six weeks.

Emergency evacuation procedure

Our evacuation procedures and practice drills are designed to address the following factors:
- 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.

Emergency Evacuation Procedure.

On discovering a fire:
- activate the fire alarm by pushing the button on the nearest manual call point. Call points are located at all external exits in the building.
- commence evacuation procedures outlined below.

On hearing the alarm:
- Calmly gather the children in your care and those nearest to you.
- The Fire Warden/ Room lead will assess the danger and nominate the nearest safe exit.
- Calmly escort your group of children to the nominated exit ensuring children do not run.
- Do not stop to retrieve any personal items from lockers or cupboards.
- The Fire Warden will nominate a member of staff to carry out a headcount upon exit. (Where possible, staff should collect the Emergency Folder on exit. However, staff must not put themselves in danger.)
- The Fire Warden will sweep through the building to check for children or visitors left behind.
- Fire Warden to close all doors on exit.
- Staff, children and visitors to proceed to the assembly point in the car park at the rear of the Church via the nominated escape route.
- Upon arrival at the car park carry out a second headcount and inform the Manager if any children, staff or visitors are not accounted for.
- All staff, children and visitors to remain outside of the building until the Fire Brigade/ Fire Warden deems it safe to return.
- In the event of a real fire the Manager or Deputy (in the manager’s absence) will dial 999, ask for the fire service and confirm the preschool address. A member of the management team will also contact the parents.

**Fire drills**

We hold fire drills regularly 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