Fire Safety and Emergency Evacuation Policy

Policy statement

Binfield Preschool ensures the highest possible standard of fire precautions are in place. The manager and staff are familiar with the current legal requirements. A Fire Safety Logbook is used to record the findings of risk assessments, any incidents that have occurred and 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 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
- 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.

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 six weeks
- Records are kept of fire drills and of the servicing of fire safety equipment

**Emergency evacuation procedure**

Every setting is different, and the evacuation procedure will be suitable for each setting. It must 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

**Fire drills**

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

- 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)
<table>
<thead>
<tr>
<th>This policy was adopted by</th>
<th>Binfield Pre-school</th>
</tr>
</thead>
<tbody>
<tr>
<td>Created on</td>
<td>09/08/2019</td>
</tr>
<tr>
<td>Last reviewed on</td>
<td>19/05/2020</td>
</tr>
<tr>
<td>Next review date</td>
<td>19/05/2021</td>
</tr>
<tr>
<td>Version number</td>
<td>5</td>
</tr>
<tr>
<td>Signed on behalf of the provider</td>
<td></td>
</tr>
<tr>
<td>Name of signatory</td>
<td>Adrian Hone</td>
</tr>
<tr>
<td>Role of signatory (e.g. chair, director or owner)</td>
<td>Chair</td>
</tr>
</tbody>
</table>