



## **Safety and Suitability of Premises, Environment and Equipment**

### **8.5 Fire Safety and Emergency Evacuation**

#### **Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment**

Abbots Langley Pre-School 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.

### **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 staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Officer, or Fire Safety Consultant.

A Fire Safety log is used to record the findings of risk assessment, any actions taken or incidents that have occurred and our fire drills. We ensure our policy is in line with the procedures specific to our building, making reasonable adjustments as required.

### **Procedures**

- The basis of fire safety is risk assessment. These are carried out by a 'competent person'.
- The Pre-School owner and Pre-School leader have received training in fire safety sufficient to be competent to carry out risk assessment; this will be written where there are more than five staff. This will follow the guidance as set out in the *Fire Safety Risk Assessment – Educational Premises* document (HMG 2006).

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- 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 Abbots Langley Pre-School rent the nursery building, we have a copy of the fire safety risk assessment that applies to the building and we contribute to regular reviews.
  
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
  
- Smoke detectors/alarms and firefighting appliances conform to BSEN 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
  - Practiced regularly at least once every six weeks.
  - Records are kept of fire drills and the servicing of fire safety equipment.

### ***Emergency evacuation procedure***

Our procedure will cover:

- How children are familiar with the sound of the whistle. – *This is done during fire practice as the children get used to the sound of the whistle.*
  
- How the children, staff and parents know where the fire exits are. – *Notices displaying the fire exits are on the notice boards and fire exit signs are above the doors*
  
- How children are led from the building to the assembly point. – *They will be led by the staff to a safe place at the top of the path.*

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- How they will be accounted for and who by. – *The owner or Pre-School leader do a check of the building before leaving. The deputy or health and safety officer will call out the register for all staff to acknowledge the child at the assembly point. Staff, volunteers and parents will also be checked against the register*
- How long it takes to get the children out safely. – *This will be detailed on the fire drill book*
- Who calls the emergency services and when in the event of a real fire. – *Depending on the situation, but normally any member of staff will call the emergency services as soon as they reach the assembly point.*
- How parents are contacted. – *A sheet containing emergency contact numbers of parents will be held in the register to enable staff to quickly contact parents to collect their child.*

### **The fire drill record book must contain:**

- Date and time of the drill.
- Number of adults and children.
- How long it took.
- 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)

### **Other useful Pre-School Learning Alliance publications**

- Fire Safety Record (2015)

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This Policy was adopted at a meeting with the Pre-School owner and leader of Abbots Langley Pre-School held on	MARCH 2020
Date to be reviewed	MARCH 2022 OR SOONER IF CHANGES NEED TO BE MADE
Provider	Pre-School Owner