

## **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.

### **8.5 Fire safety and emergency evacuation**

#### **Policy statement**

We ensure the highest possible standard of fire precautions are in place. The Head Teacher 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 or Fire Safety Consultant. A Fire Safety file is used to record 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**

##### *Fire safety risk assessment*

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- Members of the Facilities department at Nightingale House, who have ultimate responsibility for the premises, and the Designated Fire Office in the Nursery 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).
  - 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
- We 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*

*In conjunction with the Facilities department of Nightingale House, who have the primary responsibility for the premises,*

- We ensure that fire doors are clearly marked, never obstructed and easily opened from the inside.
- We ensure that 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.
- All electrical equipment is 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 and volunteers; 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 and staff 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 aim to hold fire drills every six weeks and record the following information about each fire drill in the Fire Safety file.

- 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; and
- 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)
- Fire Safety Record (Pre-school Learning Alliance 2015)

This policy was adopted by

*Apples and Honey Nightingale*

on

Date to be reviewed

Signed on behalf of the provider

Name of signatory

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