



## Health and Safety

### Fire Safety and Emergency Evacuation

#### Policy Statement

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. Where necessary we seek the advice of a competent person, such as our Fire Officer (Carly Austin).

We fulfil all statutory requirements regarding fire safety as well as the criteria for meeting the relevant Early Years Foundation Stage Safeguarding and Welfare Requirements.

#### Procedures

- The basis of fire safety is risk assessment. These are carried out by a 'competent person' in accordance with the Regulatory Reform (Fire Safety) Order 2005.
- Settings in rented premises will ensure that they have a copy of the fire safety risk assessment that applies to the building and that they contribute to regular reviews.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors and fire fighting appliances conform to BSEN standards, are fitted in appropriate high-risk areas of the building and are checked as specified by the manufacturer.
- 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 term.
- Records are kept of fire drills and the servicing of fire safety equipment.

Our Emergency evacuation procedure:

- SOUND ALARM AND COLLECT FIRE DRILL BAG
- LINE UP CHILDREN
- EVACUATE BUILDING
- REGISTER AT MEETING POINT BY EARLY YEARS MANAGER OR DEPUTY
- EMERGENCY SERVICES NOTIFIED BY MEMBER OF STAFF
- PARENTS PHONED BY MANAGER OR DEPUTY

Our fire drill record book must contain:

- Date and time of the drill.
- How long it took.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

The Early Years Manager or Deputy has access to, or a copy of, the fire safety procedures specific to the building and ensure they align with these procedures.

### **Fire Safety Risk Assessment**

Risk assessment is carried out by the competent person using five steps:

1. Identify fire hazards such as sources of ignition, smoking or heating
2. Identify people at risk such as people in and around the premises, considering that less ambulant children are especially at risk
3. Evaluate, remove, reduce and protect from the risk such as removing and reducing the hazards that may cause a fire, and reduce the risks to people from a fire should it occur.
4. Record, plan, instruct and train the relevant people such as recording any incidents or fire drills and noting improvements, preparing an emergency plan, and keeping staff up-to-date with training.
5. Review; keeping the procedures and risks constantly under control through appropriate reviews.

This policy was adopted at a meeting of		
Held on		(date)
Date to be reviewed		(date)
Signed on behalf of the management committee		
Name of signatory		
Role of signatory		

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