

02 Fire safety procedures

02.1 Fire safety

- The setting manager has access to, or a copy of, the fire safety procedures specific to the building and ensure they align with these procedures. The setting manager makes reasonable adjustments as required to ensure the two documents do not contradict each other.

Fire safety risk assessment

02.1a Fire safety risk assessment form is carried out in each area of the setting by a competent person using the five steps to fire safety risk assessment as follows:

1. Identify fire hazards

- Sources of ignition.
- Sources of fuel.
- Sources of oxygen (including oxygen tanks for disabled children).

2. Identify people at risk

- People in and around the premises.
- People especially at risk including very young babies, less ambulant disabled children or those using specialised equipment, such as splints, standing frames.

3. Evaluate, remove, reduce and protect from the risk

- Evaluate the risk of the fire occurring.
- Evaluate the risk to people from a fire starting on the premises.
- Remove and reduce the hazards that may cause a fire.
- Remove and reduce the risks to people from a fire.

4. Record, plan, inform, instruct, train

- Record significant findings and action taken.
- Prepare an emergency plan.
- Inform and instruct relevant people; inform and co-operate with others.
- Provide training.

5. Review

- Keep assessment under review and revise when necessary.

The fire safety risk assessment focuses on the following for each area:

- Electrical plugs, wires, sockets.

- Electrical items.
- Cookers.
- Matches.
- Flammable materials, including furniture, furnishings, paper etc.
- Flammable chemicals (which are also covered in COSHH).
- Means of escape.
- Any other, as identified.

Fire safety precautions include:

- All electrical equipment is checked by a qualified electrician annually.
- Any faulty electrical equipment is taken out of use and recorded as such or condemned (whichever is necessary).
- Sockets are covered. This is different to using plug sockets inserts, a socket cover, covers the whole socket, including the switch and is safe to use.
- Water and electrical items do not come into contact; staff do not touch electrical items with wet hands.
- All fire safety equipment is checked annually.
- If matches are used in the kitchen, they are kept in a drawer.
- Oxygen tanks.

Fire Drills

- Fire Drills (to include emergency evacuation procedures and lock down) are held at least termly.
- Drills are recorded, including:
 - date of drill
 - staff involved and numbers of children
 - how long it took to evacuate
 - any reason for a delay in achieving the target time and how this will be remedied
 - Supervisor to blow whistle and calmly tell children the action to be taken:
 - o **Listen: There is a fire**
 - o **Stop all play**
 - o **We are leaving the building and to stand quietly at the assembly point**
 - Assistants to evacuate children from the building in a calm, quick and orderly manner, and assemble at the assembly point (front gate) and carry out head count.
 - Parent/students on duty to assist in the evacuation.
 - Supervisor undertakes 'sweep' of the rooms, collects registers and makes way out of the building to the assembly point.
 - Supervisor does a roll call to ensure all children and staff/helpers are accounted for.
 - In no circumstance does anyone re enter the building until the fire drill is finished.

- The length of time from start to finish of the drill is to be noted.
- The time and date of the fire drill shall be recorded in the fire drill book, together with any relevant comments and improvements.

1. Emergency Evacuation Procedure

1. The emergency evacuation procedure shall be enforced upon:
 - **Automatic activation of the alarm system**
 - **Visual identification of fire or smoke**
 - **Smell of burning**
 - **Other major incident**
2. The fire drill procedure shall be actioned (if the automatic system has not activated the person nearest a call point shall activate the alarm).
3. The assembly point shall be the car park off St Andrews flats (100yds up the road)
4. The supervisor shall ring 999 and follow advice given by the Emergency Services.
5. Deal with first response until emergency services arrive
6. If necessary, contact parents/carers to collect children, attend hospital etc
7. At all times re-assure the children and keep calm.
8. If at drop off or collection time parents /carers will also be escorted from the building. Children's names are recorded on entering the building before the registration is taken.

Common sense must be used if this procedure is not possible or is dangerous. The safety of the children is paramount.

Fire precautions

- Fire exit signs are the green 'running man' signs and are in place and clearly visible.
- Fire exits by doors are those that show a green light at night.
- Fire doors are not locked during normal working hours.
- Fire evacuation notices are in every room; these are displayed in print large enough to read from a short distance. They say where the assembly point is.
- Fire alarms are in place and tested, and where necessary supplemented with visual warnings. This is recorded.
- Smoke alarms are in place and tested.
- A fire blanket is in place in the kitchen (and any other location where there is a cooker).
- Fire extinguishers are in place and are appropriate

Further guidance

Dynamic Risk Management (Pre-school Learning Alliance 2017)

Fire Safety Record (Early Years Alliance 2019)

Fire Safety Risk Assessment: Educational Premises (HMG 2006):

www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises