

# Swanwick Pre School 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. The person in charge 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 Log Book 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

### *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 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
  - Cookers.
  - Matches.
  - Flammable materials – including furniture, furnishings, paper etc.
  - Flammable chemicals .
  - Means of escape.
  - Anything else identified.

### *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 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.
- 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.
- We ensure sockets are covered. 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 eight weeks.

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

## **Fire drill procedure**

### *Fire drills*

We hold fire drills each session, every eight weeks and record the following information about each fire drill in the Fire Safety Log Book:

- The date and time of the drill.
- How long it took to evacuate from start to finish.
- Whether there were any problems that delayed evacuation.

Any further action taken to improve the drill procedure.

- Supervisor to blow whistle and calmly tell children the action to be taken:
  - Listen: There is a fire
  - Stop all play
  - 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.

## **Emergency Evacuation Procedure**

- 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
- The fire drill procedure shall be actioned (if the automatic system has not activated the person nearest a call point shall activate the alarm).
- The assembly point shall be the car park off St Andrews flats (100yds up the road)
- 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.

### **Legal framework**

- Regulatory Reform (Fire Safety) Order 2005

### **Further guidance**

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

This policy was adopted by	Swanwick Pre School	<i>(name of provider)</i>
On	Sept 19	<i>(date)</i>
Date to be reviewed	Sept 20	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Martin Dye	
Role of signatory	Chair	