



8.5 Fire safety and emergency evacuation

Policy statement

Mulberry Pre-School ensures the highest possible standard of fire precautions are in place. Our Managers 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 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 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.
- Where we rent premises, we will ensure that we have a copy of the fire safety risk assessment that applies to the building and that we are able contribute to reviews if felt necessary.

Fire safety precautions taken

- We ensure that fire doors are clearly marked, never obstructed and easily opened from the inside.
- Our landlords (Valley Park Community Centre) 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 and/or (depending on the equipment) landlords 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
 - **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

- Our children become familiar with the sound of the fire alarm during regular fire drills.
- Our children become familiar where the fire exits are during regular fire drills.
- Fire exits are clearly labelled for staff and parents and we will inform parents of the fire exits during meetings and functions.

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment: Health
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- All new staff will be informed where the fire exits are during their induction and all existing staff take part in fire drills and are therefore aware of the fire exits.
- Our children are led from the building to the assembly point by members of staff in closest proximity to them.
- The staff member who is closest to the register will take the register with them for head count together with our Children’s Contact Details.
- Our children will be accounted for by the Room Leader of that day.
- We keep a record of how long it takes to get the children out safely during fire drills and always strive to shorten that time.
- The Pre-School Manager or Room Manager or Room Leader for that day will contact emergency services, as soon as it is safe to do so, in the event of a real fire.
- Parents will be contacted by telephone ASAP.

Fire drills

We hold fire drills termly and record the following information about each fire drill in the Fire Safety Log Book:

- 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.
- Any further action taken to improve the drill procedure.

This policy was adopted by:	Mulberry Pre-School
On (date):	1 September 2020
Date to be reviewed:	June 2021
Signed on behalf of the provider:	George
Name of signatory:	Georgina Stevens
Role of signatory:	Chair