

Findon Valley Free Church Pre-school



8.5 Fire safety and emergency evacuation

Policy statement

We ensure the highest possible standard of fire precautions are in place. 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. Downloadable Fire Safety Log Books are widely available free of charge on line. 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.
- Because 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 contribute to regular reviews.

Fire safety precautions taken

- We ensure that fire doors are clearly marked, never obstructed and easily opened from the inside. The main exit from the hall has a safety gate across it to avoid children exiting; however, this is easy to open and does not cause an obstruction.

- 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.
- 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

1. Any member of staff who discovers a fire must blow the whistle loudly or start the fire alarm (in the event of a real fire, located in the corridor outside the office). The manager should collect the register, parents' contact details, mobile phone and first aid box and go to the nearest fire exit away from the source of the fire.
2. All other members of staff are calmly and quickly to take all of the children to the exit and then outside to the neighbouring property, namely 13 Lime Tree Avenue, Findon Valley. All children should take hold of the red rope and be informed that they must not let go until told to. If the source of the fire is adjacent to the above address, the children will assemble for registration at Findon valley library. It is important that children and staff do not collect personal possessions. Some children may be upset by this, so staff must ensure that children understand that they and their safety are more important than possessions.
3. The manager or other designated member of staff will telephone the emergency number for the fire service, giving clear directions to the locality of the setting (if the office staff have not already done this).
4. The member of staff with the register will then quickly and clearly take registration, including calling out the names of all children, staff and visitors.
5. The manager will check all toilets and other rooms to make certain that all the children and adults are out of the pre-school rooms while the register is being taken.
6. No-one is to return to the building until they have been told it is safe to do so by the fire brigade or any other personnel in charge.
7. If the building is not safe to re-enter, the manager will telephone parents to come and collect their child from the safety of either 13 Lime Tree Avenue, Findon Valley, or Findon Valley library. Children should not be removed without the manager or supervisor being aware of this and recording it.
8. If it is possible to return to the building – with the approval of the fire service – it will be important to discuss with the children about what happened and how they feel about it.

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.

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)