



8.5 Fire safety and emergency evacuation

Please take time to read the pre-school policies and let the Pre-school Leader or Chair know if you have any questions.

The policies are also available to read on our website: www.streatleyhillpreschool.com

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 online. 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 contribute to regular reviews.

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.
- 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

- Children are familiar with the sound of the fire alarm from regular practice.
- Fire exits clearly labelled and pointed out to visitors. Staff shown on induction.
- Children are led from either of the 2 fire exits, once lined up and counted. One member collects register and phone as they do final sweep of the classroom. This may not be possible in event of real fire.
- Children then line up at back gate, where they are counted, and register taken. Either by Lead Teacher or in her absence, the Session Leader. Pre-school is left by the rear gate and wait at the horse on the school field where children are counted and register taken.
- Fire practice is recorded on our practice log (kept in the register). It typically takes 3 minutes to do a fire practice.
- Lead Teacher or Session leader calls the emergency services, when the children are secure by the horse in the event of a real fire.
- Parents are called and chair or other committee member will also send an email

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)

This policy was adopted at a meeting of Streatley Hill Pre-school Committee on:	December 2020
This policy was last amended and reviewed on:	January 2022
Date of next review:	January 2023
Signed by the Lead Teacher:	Chloe Sims
Signed on behalf of the Committee by:	Gemma Jenkins
Role of Signatory:	Director and Trustee

Other useful Pre-school Learning Alliance publications

- Fire Safety Record (2015)