



## **Starlings Preschool Fire Safety and emergency evacuation Policy**

### **Policy statement**

We ensure the highest possible standard of fire precautions are in place. The person in charge and staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Health and Safety officer and Manager. 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 – education 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 smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- All our electrical equipment is 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 and 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 the servicing of fire safety equipment.

#### *Emergency evacuation procedure*

- Every setting is different and the evacuation procedure will be suitable for each setting. It must cover procedures for practice drills including:
  - How children are familiar with the sound of the fire alarm.
  - How the children staff and parents know where the fire exits are.
  - How children are led from the building to the assembly point.
  - How they will be accounted for and who by.
  - How long it takes to get the children out safely.
  - Who calls the emergency services and when in the event of a real fire.
  - How parents are contacted.

#### *Fire drills*

We hold fire drills in line with the school and record the following information about each fire drill in the fire safety log book:

- 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 Starlings Pre-school (name of provider)
Held on _____ (date)
Date to be reviewed _____ (date)
Signed on behalf of the provider _____
Name of signatory _____
Role of signatory (e.g. chair, director or owner) _____