

General Welfare Requirement: Suitable premises, environment and equipment

Outdoor and indoor spaces, furniture and toys must be safe and suitable for their purpose.



Health and Safety

3.4 Fire safety and emergency evacuation

Policy Statement

At Gorran Pre-School Hoglets we ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. 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 Fire Officer, or Fire Safety Consultant.

EYFS key themes and commitments

| A Unique Child | Positive Relationships | Enabling Environments | Learning and Development |
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| 1.3 Keeping safe | | 3.3 The learning environment 3.4 The wider context | |

Procedures

- The basis of fire safety is risk assessment. These are carried out by a 'competent person'.
- Settings in rented premises will ensure that they have a copy of the fire safety risk assessment that applies to the building and that they contribute to regular reviews.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- 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.

- 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 the servicing of fire safety equipment.

Emergency evacuation procedure

- The assistant will go immediately to the Fire Exit and stand by the door. The preschool leader will instruct all of the children to go immediately to the assistant by the Fire Exit.
- The assistant will lead the children out of the building and into the school field. The second assistant/parent helper and any other visitors will follow the children, ensuring that they stay together.
- The preschool leader will check all areas of the building (including the toilets and cupboards) to ensure that everyone is accounted for. The preschool leader will then pick up the register and visitors book (to be kept with the register at all times) and follow the assistants, children, parent helper and visitors out of the Fire Exit.
- The Assistant will line the children up by the hedge of the school field. The preschool leader will take the register to ensure that all children are present and check all staff, parent helpers and visitors are present.

If the emergency evacuation procedure occurs around 12pm – Lunchtime / collection time the following procedure will take place:

- The member of staff supervising lunches will have the lunch register with them and will lead all the children staying for school lunches into the school field.
- The member of staff supervising lunches will line the children up in the school field and take the register against the lunch register to ensure all children are present.
- The assistant will lead the remaining children who have not yet been collected, out of the building and into the school field.
- The preschool leader will check all areas of the building (including the toilets and cupboards) to ensure that everyone is accounted for. The preschool leader will then pick up the register and visitors book (to be kept with the register at all times) and follow the assistants, children, parent helper and visitors out of the Fire Exit.
- The Assistant will line the children up by the hedge of the school field. The preschool leader will take the register to ensure that all children are present and check all staff, parent helpers and visitors are present. All children who are having lunches will have already been marked as such on the main register.

The fire drill record book must contain:

- Date and time of the drill.
- How long it took.
- 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
www.opsi.gov.uk/si/si2005/20051541.htm

Further guidance

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

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| This policy was adopted at a meeting of | Gorran Pre-School Hoglets | name of setting |
| Held on | <u>30th September 2015</u> | (date) |
| Date to be reviewed | <u>30th September 2016</u> | (date) |
| Signed on behalf of the management committee | <u>Michelle Beard</u> | |
| Name of signatory | <u>Michelle Beard</u> | |
| Role of signatory (e.g. chair) | <u>Pre-School Leader/Nominated Person</u> | |