



### 7.3 Fire Safety and Emergency Evacuation

This policy was adopted at the meeting of Little Thetford Acorns Pre-school and Children's Club. Staff failure to comply with this policy may be considered serious enough to result in the induction of disciplinary procedures.

<b>Date of adoption</b>	July 2018
<b>Reviewed</b>	June 2020
<b>Signed (on behalf of the management committee)</b>	
<b>Name of signatory</b>	Kate Hilton
<b>Role of signatory</b>	Chair
<b>This policy will be reviewed</b>	Every 2 years
<b>Date of next review</b>	July 2022

**Designated person(s)**

**Fire Officer:**

**RACHEL JOHNSON**

## 7.3 Fire Safety and Emergency Evacuation

### **Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment**

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency, and must have an emergency evacuation procedure

### **Policy Statement**

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. 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**

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- The named person has received training in fire safety sufficient to be competent to carry out 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
  - Boilers
  - Cookers
  - Matches
  - Flammable materials – including furniture, furnishings, paper etc
  - Flammable chemicals
  - Means of escape
  - Anything else identified.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.

- Smoke detectors/alarms and firefighting appliances conform to BS EN standard 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, and sometimes spontaneously with staff having no prior knowledge of the fire drill until 'Emergency' is called.
- Records are kept of fire drills and the servicing of fire safety equipment.

## **FIRE AND EMERGENCY PROCEDURE**

### IN THE EVENT OF A FIRE OR EMERGENCY

- The Fire Alarm sounds and/or an Adult calls out 'Emergency' and activates the alarm.
- The named Fire Warden picks up the emergency pack and takes it to the Assembly Point located at the far end of the Multi-Purpose Sports area.
- Adults working with children in the area nearest to the main entrance take the children through the entrance and out of the main door or the safest route from the building to the Assembly Point.
- Adults working with children in the outdoor undercover area take the children through the side exit door or the safest route to the Assembly Point.
- If safe to do so, the setting is checked by the fire warden for anyone still within the setting or garden.
- When leaving the building, and if safe to do so, doors and windows are to be closed.
- The Business Administrator/ senior member of staff is to call the Fire Brigade and emergency services.

- At the Assembly Point, the Fire Warden counts heads and calls the Register, with a nominated person answering.
- If not all present, a staff member checks the building only if safe to do so. In the case of a fire, staff members must not return to the building.
- If it is not possible to return to the building, the children will be kept in a safe place – either in the sports changing rooms or village hall, whilst parents are contacted to collect them.
- After an emergency drill is carried out the fire warden re-enters the building and ensures the building is safe for the children/staff to return. Whilst doing this they lock the side gate to prevent any children exiting once back in the setting. Once all ok they wave to the remaining staff and children to enable them to see that it is safe to return.
- During an emergency situation or drill all children and staff are encouraged to walk nicely, ideally holding another child's hand or staff members.
- The fire drill record book must contain:
  - 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.

### COVID-19 update

- When evacuating the building, the 'bubbles' are to follow our Fire and Emergency Procedures as set out in this policy and leave the setting by the nearest and safest route.
- While gathering at the Assembly Point, children are to keep their distance from each other and staff. Individual 'bubbles' are to line up 2metres apart from each other.

### 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)