

## **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.

### **8.5 Fire safety and emergency evacuation**

#### **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 (Rebecca Lanham) or Emma Curl.

#### **Procedures**

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- The Fire Officer 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).
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- 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 weekly as specified by the manufacturer.
- Our emergency evacuation procedures are:
  - explained to new members of staff, volunteers and parents; and
  - practised regularly, at least once every half term.
- Records are kept of fire drills and the owners of the building are responsible for the servicing of fire safety equipment.
- Evacuation Procedures are displayed in various places around the building.

#### *Emergency evacuation procedure*

- Alert session leader to location of fire
- Session leader to alert all people in the building by using the whistle located Kitchen
- Session leader to lead children and students/parents out of the building by the exit furthest away from the fire (either the bifolding doors or main door) to the fire assembly point (Memorial park). The keys are located on a hook by the bifolding doors for the padlocked gates either end of the playground. Call the register.
- At the same time, one pre-school assistant should:
  - Alert the fire brigade (by dialling 999) **The Memorial Centre, The Borough, Downton SP5 3NB**
  - Alert the primary school of emergency evacuation and request emergency accommodation **(01725510556)**

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- At the same time, the second pre-school assistant must search the toilets/office/main hall/sensory room/kitchen/foyer using their professional judgement for areas which may be unsafe to enter. They should include checking all cupboards, semi-closed units, under tables etc. for children who may be frightened and hiding.
- The first pre-school assistant should join the search when able and, once sure no-one is left in the building, they should both join the others in the Memorial park.
- Session leader should call the register again once everyone is out of the building, and once everyone is accounted for, should proceed along Long Close, to the rear of the park, to the primary school. One pre-school assistant should remain in the Memorial park area to direct the fire brigade to the source of the fire.

*The fire drill record must contain:*

- The date and time of the drill.
- How long it took and the exit that was taken.
- 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	Downton Community Preschool	<i>(name of provider)</i>
Held on	September 2019	<i>(date)</i>
Date to be reviewed	September 2020	<i>(date)</i>
Signed on behalf of the provider	<hr/>	
Name of signatory	Sarah Nutbeam and Lucy Babb	
Role of signatory (e.g. chair, director or owner)	Co-Chairs	