

## 8.5 Fire safety and emergency evacuation

### Policy statement

We ensure the highest possible standard of fire precautions are in place and understand the importance of vigilance to fire safety hazards. 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 a 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. 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/owner 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.
  - Cookers.
  - Matches.
  - Flammable materials – including furniture, furnishings, paper etc.
  - Flammable chemicals.
  - Means of escape.
  - Anything else identified.
- The Regulatory Reform (Fire Safety) Order 2005 requires that a fire safety risk assessment is undertaken for the workplace based on The Department of Communities and Local Government's 5 step guide: [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/14899/fsra-5-step-checklist.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14899/fsra-5-step-checklist.pdf). This will be reviewed regularly.

#### *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 used electrical equipment checked annually by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced.
- We ensure that power points are not overloaded with adaptors and checking for frayed or trailing wires
- 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.
- All staff are aware of the fire assembly point and where fire safety is secured.
- The Kindergarten has notices explaining the fire procedures which are positioned next to the fire exit.

### *Emergency evacuation procedure*

Every setting is different and the evacuation procedure will be suitable for each setting.

- Children are familiar with the sound of the fire alarm: Through Fire Drills in first week of attending and every half term.

- How the children, staff and parents know where the fire exits are: Explained during induction and settling in week.
- How children are led from the building to the assembly point: See 'Group Walking' Policy.
- How children will be accounted for and who by: Head Count by Fire Safety Officer, or in their absence, the most senior staff member on duty. Counted as soon as they exit the building and once at the Assembly point.
- How long it takes to get the children out safely from church rooms- 1 minute.
- Who calls the emergency services, and when, in the event of a real fire: Most senior member of staff or person who discovers the fire in the absence of anyone else. As soon as possible.
- How parents are contacted: Staff will have a work mobile phone on them, along with emergency contact details of all children present in a 'grab bag' located next to the fire exit.
- If the 'grab bag' is not available, the owner will be contacted to obtain emergency contact details.

### *Fire drills*

We hold fire drills every half term/ in the first week that a new child starts at the Kindergarten. 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.

Within the Woodland we will ensure that:

- Any fires lit within the woodland will be within designated areas and will be supervised at all times.
- Children will be provided with a safety brief prior to the fire being ignited.
- Fire safety equipment will be located near to the designated fire spot.
- All fires will be fully extinguished before leaving the woodland.
- No fires are to be lit in the Bell Tent.

In the event of a fire within the Kindergarten HQ:

- A member of staff will raise the alarm and call the emergency services.

The children will be immediately escorted out of the building to the assembly point (The small car area by the field) using the nearest marked exit.

- No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.
- The premises will be checked by the Fire Safety Officer and the register will be collected, providing that it is safe to do so.
- The Fire Safety Officer will close all doors and windows to prevent the spread of fire when they leave the building if it is safe to do so.
- The register will be taken and all children and staff accounted for.
- If anyone is missing from the register, the emergency services will be informed.
- If the register is not available the manager will use the emergency contacts list (which is kept off the premises, secured at the owner who will also be contacted) to contact parents or carers.
- If the Fire Safety Officer is not present at the time of the incident, the manager will assume responsibility or nominate a replacement member of staff.
- If it is deemed by the manager that the Kindergarten will have to close, staff will follow the Closure Policy.

### Legal framework

- Regulatory Reform (Fire Safety) Order 2005

### Further guidance

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

This policy was adopted by	Hidden Valley Bushcraft	<i>(name of provider)</i>
On	23/08/2017	<i>(date)</i>
Date reviewed	20/10/2019	<i>(date)</i>
Date to be reviewed	20/10/2020	
Signed on behalf of the provider	<i>L Goldsmith</i>	
Name of signatory	Louise Goldsmith	
Role of signatory (e.g. chair, director or owner)	Owner	

### Other useful Pre-school Learning Alliance publications

- Fire Safety Record (2015)