



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 our 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 drill log book is used to record the findings of any actions taken or incidents that have occurred and our fire drills.

Procedures

Fire safety risk assessment

- Little Squirts fire risk assessment is carried out by Richard Clifton who is a trustee of the building in which we operate.
- The manager has also 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.
 - 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 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 all electrical equipment checked annually by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced.
- We ensure sockets are covered. 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 term.
- Records are kept of fire drills and of the servicing of fire safety equipment.

Emergency evacuation procedure

- We will have regular fire drills to familiarise children with the procedure and sound of the fire alarm.
- There is a fire exit in every room and all staff are shown this on their induction and are familiar with the fire evacuation procedure.
- When the fire alarm is heard all adults must make their way to the nearest fire exit with all the children as quickly as possible.
- The evacuation bag (which is kept in the back of the office), will be brought along with the Registers, first aid kit and Mobile Phone. A senior member of staff is responsible for this.
- The fire doors are to be closed behind us.
- Children will be counted as we leave to make sure everyone is accounted for. Staff and Visitors also will be counted.
- The assembly point is at the front of the car park by the gate. If it is not safe to be this near to the building, the assembly meeting point is the Sacred Heart Church at the end of the road. The children will be taken there, this has been agreed with the Priest.
- The Register will be taken when safe to do so.
- 999 will be called by Senior Member of Staff.

- Emergency contacts for all children are kept in the emergency bag on a peg by the fire exit in Turtle room. Parents will be called when it is safe to do so.

Fire drills

We hold fire drills at least termly and record 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.

This policy was adopted by Little Squirts Preschool on 1st March 2021 (review date 1st March 2022)

Signed.....

Name.....

Role.....