

## **General 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

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

#### **Policy statement**

At Trinket Box, we ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The Manager/Deputy in charge and staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as a Fire Officer, or 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**

- The basis of fire safety is risk assessment. These are carried out by the manager or Deputy.
- The manager and deputy have 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 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.
- The Manager/Deputy review the fire safety risk assessment annually.

#### *Fire safety precautions taken*

- 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.
- All electrical equipment is checked annually by a the Site staff. Any faulty electrical equipment is taken out of use and either repaired or replaced.

- We ensure our plug sockets are covered.
- Our emergency evacuation procedures 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*

*This includes:*

- How children are familiar with the sound of the fire alarm.
- How the children staff and parents know where the fire exits are.
- How children are led from the building to the assembly point.
- How they will be accounted for and who by.
- How long it takes to get the children out safely.
- Who calls the emergency services and when in the event of a real fire.
- How parents are contacted.

*We hold fire drills termly and record the following information about each fire drill in the fire drill record book:*

- Date and time of the drill.
- Number of adults and children involved.
- 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

**Further guidance**

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

**\*This policy is approved by the Committee and reviewed annually\***

**Other useful Pre-school Learning Alliance publications**

- Fire Safety Record (2015)