

Fire and Emergency Evacuation Policy

We ensure the highest possible standard of fire precautions are in place. The manager, deputy and our staff are familiar with the current legal requirements. Where necessary we seek the advice from the Merseyfire.gov.uk website. A Fire Safety Log is used to record the findings of risk assessments, any actions taken or incidents that have occurred and our fire drills.

Procedures

Fire safety risk assessment:

- The basis of fire safety is risk assessment, carried out by the manager and deputy. The Club Manager and deputy are up to date on fire safety and carry out the risk assessment. This is written and follows 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
 - Flammable materials – including furniture, furnishings, paper etc.
 - Flammable chemicals
 - Means of escape

Fire safety precautions taken:

- The Club Manager ensures that fire doors are clearly marked, never obstructed and easily opened from the inside.
- The Office Manager ensures 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.
- The Office Manager ensures that all electrical equipment is 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:
 - clearly displayed in the premises
 - explained to new staff, volunteers and parents
 - practised regularly, at least once every six weeks
- Records are kept of fire drills and of the servicing of fire safety equipment.

Emergency evacuation procedure

On discovery or suspicion of a fire:

- Raise the alarm
- Evacuate the building by the emergency exit
- All staff will reassure the children by their calm behaviour and guide them towards the exit and the fire assembly point.
- The Club Manager will take the register, registration form and telephone to the fire assembly point.
- The manager / deputy manager will check that the building is empty and close all doors on leaving the building
- The manager / deputy manager will phone 999
- All children will assemble at the main gate and a roll call will be taken.
- Parents and carers to be informed as applicable.
- How children are familiar with the sound of the fire alarm.

Fire drills

We hold fire drills half-termly and record the following information about each fire drill in the Fire Safety Log:

- 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.

Legal framework

Regulatory Reform (Fire Safety) Order 2005

Further guidance

Fire Safety Risk Assessment - Educational Premises (HMG 2006)

Other useful Pre-school Learning Alliance publications

Fire Safety Record (2015)

This policy was adopted in October 2021

This policy will be reviewed annually or as required.

Last updated: 09.11.22

Signed by the Preschool Committee:

Signed by the Preschool Manager: