

**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 manager and 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.

### Procedures

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- The management team have 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. This will follow the Government guidance Fire Safety Risk Assessment - Educational Premises Document (HMG 2006).
- Settings in rented premises will ensure that they have a copy of the fire safety risk assessment that applies to the building and that we contribute to regular reviews.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and firefighting appliances conform to BS EN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
  - clearly displayed around 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

Our setting fire procedure for practice drills includes the following:

- 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 children 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.

The fire drill record must contain:

- The date and time of the drill.
- 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)  
[www.communities.gov.uk/publications/fire/firesafetyrisk6](http://www.communities.gov.uk/publications/fire/firesafetyrisk6)

This policy was adopted at a meeting of Witchford Rackham Pre-school

Held on \_\_\_\_\_

Date to be reviewed \_\_\_\_\_

Signed on behalf of the  
Management Committee \_\_\_\_\_

Name of signatory \_\_\_\_\_

Role of signatory \_\_\_\_\_

Date to be reviewed \_\_\_\_\_