

Maidenbower Pre-School Playgroup

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.

Fire safety and emergency evacuation

Policy statement

We ensure the highest possible standard of fire precautions are in place. 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 Officer or 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.

Lead Person Responsible – JANET NOAD

Secondary Lead Person – CHERYL GOULDSTONE

Procedures

Fire safety risk assessment

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- The manager 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).

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 by the council.
- 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.
- Our emergency evacuation procedures are:
 - clearly displayed in the premises;
 - explained to new members of staff, volunteers and parents; and
 - practised regularly;
- Records are kept of fire drills.

Fire drills

We hold fire drills 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.
- Signed by the staff member carrying out the procedure.

On discovery of a fire/incident and emergency evacuation procedure

- Sound the alarm located by the door leading out to the outside play area;
- Children to move towards the door and line up
- Personal belongings **WILL NOT** be collected
- All windows and doors to be closed, if possible (do not put yourself in danger)
- Ensure main door is unlocked (do not put yourself in danger)
- The supervisor will be the last person to leave the playgroup checking the playgroup area and will collect the register, first aid kit, lifesaving medications, mobile phone and contact forms by the kitchen hatch (do not put yourself in danger)
- A staff member will lead the children outside and group together in the **designated assembly point by the recycling bins** keeping the children calm
- Call 999 for the emergency services to attend
- A register is carried out to identify all children, staff and visitors have been safely evacuated
- If we are unable to return to the premises, the playgroup staff will walk the children to our **place of safety at Maidenbower Infants Nursery where** we will contact parent/carers or emergency contact numbers to collect the children
- Staff will stay with the children until all children in their care have been collected
- A record will be kept recording details of event.

In the case of an accident within the setting the following emergency procedure will take place:

Emergency Procedure

- Two staff members to stay with child.
- One staff member to phone emergency services and then parent/carers on mobile. Inform staff this has been done.
- Remaining staff members to take children outside if the weather is nice or to the foyer.
- One staff member to wait outside to direct the emergency services.
- Senior staff member to take photos if necessary and arrange post-accident/incident report. Make area safe before the children return. Inform relevant authorities

It is important that staff take time to talk to the children about what is going on and to answer children's questions. Staff should always remain calm and reassure children especially children who may be distressed by the procedure.

Legal framework

- Regulatory Reform (Fire Safety) Order 2005

Further guidance

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

This policy was adopted by _____ *(name of provider)*

On _____ *(date)*

Date to be reviewed _____ *(date)*

Signed on behalf of the provider _____

Name of signatory _____

Role of signatory (e.g. chair, director or owner) _____