**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 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 Safety Log sheet 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 a ‘competent person’.

The Preschool 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. This will follow the guidance as set out in the **Fire Safety Risk Assessment – Educational Premises document (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.
  + Radiators

Anything else identified

The fire safety risk assessment that applies to our building is displayed in the setting and 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 BSEN 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.

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 six weeks.
* Records are kept of fire drills and the servicing of fire safety equipment.

**Emergency evacuation procedure**

* Our procedure will cover:

How children are familiar with the sound of the fire alarm. – This is done duringfire practice as the children get used to the sound of the bell

How the children staff and parents know where the fire exits are. – Notices displaying the fire exits are on the notice boards and fire exit signs are above the doors

How children are led from the building to the assembly point. – They will be led by the staff to a designated safe place or the fire assembling point.

How they will be accounted for and who by. – The preschool manager/deputy will call out the register for all staff to acknowledge the child at the assembly point. Staff, volunteers, parents and volunteers will also be checked against the register

How long it takes to get the children out safely. – This will be detailed on the fire drill book

Who calls the emergency services and when in the event of a real fire. – depending on the situation, but normally any member of staff will call the emergency services as soon as they reach the assembly point*.*

How parents are contacted. –a sheet containing emergency contact numbers of parents will be held in the register. to enable staff to quickly contact parents to collect their child.

**The fire drill record book must contain:**

Date and time of the drill.

Number of Adults and children

How long it took.

Whether there were any problems that delayed evacuation.

Any further action taken to improve the drill procedure.