

## St Michael's Pre-school

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.

## Health and Safety

### 3.4 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 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.

#### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe		3.3 The learning environment 3.4 The wider context	

#### Procedures

##### *Fire safety risk assessment*

- The basis of fire safety is risk assessment. These are 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). Our fire safety risk assessment focuses on the following for each area of the setting:
  - Electrical plugs, wires and sockets.
  - Electrical items.
  - Cookers (microwave and toaster)

- Matches.
- Flammable materials – including furniture, furnishings, paper etc.
- Flammable chemicals
- Means of escape.
- Anything else identified.

*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.
- 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.

*Fire safety procedure:*

- The signal for a fire/fire drill is a continuous ringing of the fire alarm
- If you discover a fire you must sound the alarm by pushing the fire alarm - these are located by the front and back door
- Manager dials 999.
- If you hear the alarm, children should be advised to listen and when told, be ushered to the nearest door to be accompanied to the assembly point by staff.
- If outside children should be advised to listen and when told, should be ushered by staff to the assembly point.
- Manager will check the toilets, office, role play and general classroom for stragglers, then collect the door register, emergency contact list and phone before leaving the building.
- Once the building has been evacuated, staff are to tackle the fire with available fire appliances, pending the arrival of the fire service, only if safe to do so.
- Assembly point is located at the back gate adjacent to the Primary school. Group to be assembled and head count to be taken (including staff) by manager and another senior member of staff.
- If any person is found to be missing, an immediate search by a manager will be made. No one else is allowed back into the building for any reason until permission has been given.
- Children will need to be escorted into St Michael's School playground. Fire service to decide if it is safe to re-enter the building.



Signed on behalf of the management committee

A rectangular box containing a handwritten signature in black ink. The signature is written in a cursive style and reads "Ellena Lloyd".

Name of signatory

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Ellena Lloyd

Role of signatory (e.g. chair/owner)

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Committee Chair

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