



Registered Charity No: 1038425
Village Hall, Newport Road, Hanslope, MK19 7NZ
www.hanslopepreschool.org

Fire Safety and Emergency Evacuation Policy

Date reviewed: 17.09.2021

Policy statement

We ensure the highest possible standards of fire precautions are in place. The Practice Manager and our staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as Fire Officer or Fire Safety consultant. We record any actions and incidents in our risk assessment folder and our fire drill information is recorded on the procedure on the notice board.

Procedures

Fire safety

- The setting manager has access to, or a copy of, the fire safety procedures specific to the building and ensure they align with these procedures. The setting manager makes reasonable adjustments as required to ensure the two documents do not contradict each other.

Fire safety risk assessment

Fire safety risk assessment form is carried out in each area of the setting by a competent person using the five steps to fire safety risk assessment as follows:

1. Identify fire hazards
 - Sources of ignition.
 - Sources of fuel.
 - Sources of oxygen (including oxygen tanks for disabled children).
2. Identify people at risk
 - People in and around the premises.
 - People especially at risk including very young babies, less ambulant disabled children or those using specialised equipment, such as splints, standing frames.
3. Evaluate, remove, reduce, and protect from the risk
 - Evaluate the risk of the fire occurring.
 - Evaluate the risk to people from a fire starting on the premises.
 - Remove and reduce the hazards that may cause a fire.
 - Remove and reduce the risks to people from a fire.
4. Record, plan, inform, instruct, train
 - Record significant findings and action taken.
 - Prepare an emergency plan.
 - Inform and instruct relevant people; inform and co-operate with others.

- Provide training.
5. Review
- Keep assessment under review and revise when necessary.

The fire safety risk assessment focuses on the following for each area:

- Electrical plugs, wires, sockets.
 - Electrical items.
 - Gas boilers.
 - Cookers.
 - Matches.
 - Flammable materials, including furniture, furnishings, paper etc.
 - Flammable chemicals (which are also covered in COSHH).
 - Means of escape.
 - Any other, as identified.
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- Where we rent premises, we will ensure that we have a copy of the fire safety risk assessment that applies to the building.

Fire safety precautions include:

- All electrical equipment is checked by a qualified electrician annually.
- Any faulty electrical equipment is taken out of use and recorded as such or condemned (whichever is necessary).
- Water and electrical items do not come into contact; staff do not touch electrical items with wet hands.
- All fire safety equipment is checked annually.
- Gas boilers and cookers are checked and serviced annually by a Gas Safe registered engineer.
- If matches are used in the kitchen, they are kept in a drawer.

Fire Drills

- Fire Drills (to include emergency evacuation procedures and lock down) are held at least termly.
- Drills are recorded, including:
 - date of drill
 - staff involved and numbers of children
 - how long it took to evacuate
 - any reason for a delay in achieving the target time and how this will be remedied

Fire precautions

- Fire exit signs are the green 'running man' signs and are in place and clearly visible.

- Fire exits by doors are those that show a green light at night.
- Fire doors are not locked during normal working hours.
- Our emergency evacuation procedures, which include details for use of fire extinguishers, are clearly displayed in the premises.
- Fire alarms are in place. We request copies of check from the Village Hall Committee.
- Smoke alarms are in place. We request copies of checks from the Village Hall Committee.
- A fire blanket is in place in the kitchen (and any other location where there is a cooker).
- Fire extinguishers are in place and are appropriate.

Further guidance

Dynamic Risk Management (Pre-school Learning Alliance 2017)

Fire Safety Record (Early Years Alliance 2019)

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

www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises

Emergency evacuation procedure: see our fire drill procedure, which is located on our notice board.

Emergency Evacuation Procedure

- How the children are familiar with the sound of the alarm.
- How the children, staff and parents know where the fire exits are.
- How children are led 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, in the event of a real fire.
- How parents are contacted.

This policy was reviewed by Hanslope Pre-school on 17th September 2021

Date to be reviewed 17th September 2022

Signed on behalf of Hanslope Pre-school

By DWatson Chairperson on 19/10