



St. Michael's Pre-school Policies and Procedures

8.5 Fire safety and emergency evacuation

Policy statement

At St Michael's preschool we ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The Our pre-school Manager and our 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.

We ensure our policy is in line with the procedures specific to our building, making reasonable adjustments as required.

Procedures

Fire safety risk assessment

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- Our fire safety risk assessment focuses on the following for each area of the setting:
 - Electrical plugs, wires and sockets.
 - Electrical items.
 - Cookers.
 - Matches.
 - Flammable materials – including furniture, furnishings, paper etc.
 - Flammable chemicals .
 - Means of escape.
 - Anything else identified.

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 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.
- We ensure sockets are covered. 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 termly.
- Records are kept of fire drills and of the servicing of fire safety equipment.

Emergency evacuation procedure

Our evacuation procedure covers procedures for practice drills including:

- How children are familiar with the sound of the fire alarm.
- How the children, staff and parents/carers 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.
- Who calls the emergency services, and when, in the event of a real fire.
- How parents/carers are contacted.

Fire drills

We hold fire drills termly and record the following information about each fire drill in the register:

- The date and time of the drill.
- Number of adults and children involved.
- 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)
- Fire Safety Record (Pre-school Learning Alliance 2015)

This policy was adopted by

St Michael's Trustee Committee

On

26-09-2023

Date to be reviewed

Every 2 years or as required

Signed on behalf of the provider

Victoria Pearmain

Name of signatory

Victoria Pearmain

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

Chairperson