

General Welfare Requirement: Suitable premises, environment and equipment

Outdoor and indoor spaces, furniture and toys must be safe and suitable for their purpose.

Health and Safety

3.4 St Mawgan Pre-school Policy for 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 (**Nicky Seeley Manager and Sophie Churchill** deputy manager) 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. **Steve Dobson – Newquay Fire Station**

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

- The basis of fire safety is risk assessment. These are carried out by a 'competent person'.
- The competent person has received training in fire safety sufficient to be competent to carry out risk assessment; as there are more than five staff, this will be written. This will follow the guidance as set out in the *Fire Safety Risk Assessment – Educational Premises* document.
- As we are in rented premises, we have access to a copy of the fire safety risk assessment that applies to the building and we contribute to regular reviews.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors 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.
- 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/carers; 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

- A whistle is sounded to alert children, staff and volunteers/parents.
- The children, staff and any other people in the building will be directed to either the back or front fire exit depending on the location of the fire.
- If safe to do so, the supervisor will quickly ensure that there is no one in the toilets, kitchen, front or back room. They will also close any doors that have been wedged open.
- The children will be led quickly and calmly out of the building via the nearest and safest exit to the assembly point.
- The assembly point is **Bonsai nursery car park**. (Opposite the community hall) Unless the fire is at the front of the building, when everyone will leave via the fire doors at the back of the hall, and walk directly to the cricket hut.
- The Manager/Deputy Manager will carry the register and the children will be counted and then accounted for.
- The Emergency Services will be called by the Supervisor using the public phone box, the village stores or the Japanese Gardens.

All fire drills will be recorded and will include the following details:

- Date and time of the drill.
- How long it took.
- 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
www.opsi.gov.uk/si/si2005/20051541.htm

Further guidance

- *Fire Safety Risk Assessment - Educational Premises* (HMG 2006)
www.communities.gov.uk/publications/fire/firesafetyrisk6
- *See also Health & Safety general standards.*

This policy was adopted at a meeting of _____ name of setting

Held on _____ (date)

Date to be reviewed _____ (date)

Signed on behalf of the management committee _____

Name of signatory _____

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