**Tring Stepping Stones Pre-School**

Health and Safety

**02 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 a Fire Officer, or Fire Safety Consultant. 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. These are carried out by a ‘competent person’.

 Our Fire Safety risk assessment 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
* Gas boilers
* Cookers
* Matches
* Flammable materials – including furniture, furnishings, paper etc.
* Flammable chemicals
* Means of escape
* Anything else identified

 Pre-school rent premises so we ensure that we have a copy of the emergency instructions which includes a risk assessment that applies to the building and that we contribute to regular reviews.

*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 BSEN standards, are fitted in appropriate high-risk areas of the building and are checked as specified by the manufacturer.

* The fire alarm is tested each week as part of the weekly risk assessment

 The fire alarm is also tested periodically when the children are present in pre-school so that they are all used to the sound and become aware of what it means if they hear the alarm

* We have all pre-school electrical equipment checked annually by a qualified electrician. Any faulty equipment is taken out of use and either repaired or replaced.

Our emergency evacuation procedures are in place and are

 clearly displayed in the premises;

 explained to new members of staff, volunteers and parents

 practised at least every half term

 records are kept of fire drills in fire register folder

 the fire extinguishers and equipment is checked annually and this check is instigated by the hall management committee (our landlords) and evidenced on each appliance on the fire safety stickers.

***Emergency evacuation procedure***

Our evacuation procedure is written and displayed in the hall next to the two exits.

Staff are notified of the location of the fire exits during their induction, parents and volunteers are made aware through our visitor information and children are notified during the fire drills held at pre-school, all exits are clearly marked. Fire Safety practice and procedures are also included in our Welcome pack, a copy of which is provided and read through on each child’s first day.

The fire alarms are sounded as a practise when the children are present to ensure they are familiar with the noise of the alarm and know what it means.

Once the emergency whistle has been blown or the fire alarms sound; everyone stops and listens to further instructions given by the pre-school leader. The keys to the white doors hang on a hook near the foyer doors to enable us to access them easily in an emergency. The key to the rear foyer door is kept in the lock whilst pre-school is in session to ensure we can locate the key and unlock the door easily.

A head count of the children and adults is taken to ensure all are present in the hall, if the headcount does not tally the toilets and upstairs area are checked to ensure no one remains in the building. The visitors’ book is used in conjunction with the pre-school register to ensure that no one remains unaccounted for; this includes visitors to the upstairs office who sign in using our visitors’ book during a pre-school session even though they are not actually visiting us in pre-school.

Upon discovery of a fire and if it is safe to do so sources of oxygen should be reduced e.g. if the kitchen window is open it should be closed unless it is required for ventilation, the heating dial should be turned to zero to ensure the air flow heating automatically turns off. This will assist in reducing the spread of the fire and the aim is to gain pre-school more time to evacuate the building safely. The doors into the hall are only held open when pre-school is in session if the entire group is outside, if the fire alarm sounds the system automatically disengages the magnets which hold the doors open and the doors will shut.

Staff quickly and quietly encourage the children to hold onto the washing line.

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The children are led out of the nearest safest exit by 1 member of staff at the front of the line and 1 at the end, the remaining staff will assist in the process. The register, visitors’ book, pre-school mobile phone, any medicines and parent contact details are taken out by the pre-school leader.

In the event of an evacuation where the group is split between indoor and outdoor areas the indoor area will evacuate the building and a member of staff will notify the outdoor group of the emergency and they will evacuate separately and meet the rest of the group at the meeting point.

If we have parents or visitors in the setting when an evacuation takes place they are asked to follow the instructions given by the pre-school leader and allow the staff to escort the children from the premises, they should not be allowed to leave the building with any pre-school children on their own.

At the meeting point **(The grassed area opposite the church and next to Dolphin Square)** another head count is done and the register is taken by the pre-school leader or deputy.

If it was a real fire or incident the pre-school leader or deputy would call the emergency services. If we were not able to return to preschool the parents would be contacted using the emergency contact details on file to collect their children and we would take the children to church until the parents arrived to collect them.

*Each fire drill is recorded and contains the following details:*

 Date and time of the drill

 How long it took

 Whether there were any problems that delayed evacuation

 Any further action to be taken to improve the drill procedure

 How many staff/parents/visitors and children were present at the drill

The log is stored within the red coloured Fire file.

We put an “f” next to the children’s names in the register so that we know who has participated in the fire drill.

###### **Legal references**

Regulatory Reform (Fire Safety) Order 2005)

Electricity at Work Regulations (1989)

**Further guidance**

Fire Safety Record (Early Years Alliance 2019)

Fire Safety Risk Assessment: Educational Premises [www.communities.gov.uk/publications/fire/firesafetyrisk6](http://www.communities.gov.uk/publications/fire/firesafetyrisk6)

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| This policy was adopted at a meeting of |  |  |
| Held on |  |  |
| Date to be reviewed | April 2024 |  |
| Signed on behalf of the management committee |  |  |
| Name of signatory |  |  |
| Role of signatory (e.g. chair/owner) |  |  |

|  |  |  |
| --- | --- | --- |
| Staff name | Please sign when you have read and understood the policy  | Date  |
| Lucy Brittain |  |  |
| Nicola Poulton |  |  |
| Nicola Reynolds |  |  |
| Kim Smith |  |  |
| Nicke Cooke |  |  |
| Jo Davis |  |  |
|  |  |  |

**Changes May 2013**

Fire exits clearly marked

The procedure has been re-ordered so that it reads almost the same as the Fire Evacuation Procedure notices displayed in the hall and includes details of the meeting point.

Added incident as well as real fire.

The fire drill log is now kept in red fire file rather than settings file.

Changes November 2013

Requirement box added at the top.

Fire Safety Risk assessment focuses added following Government Guidance Fire Risk Assessment Educational Premises 2006

Annual electrical tests

Sockets covered

Evacuation procedures approved by Fire Safety officer

Visitor information added and also information in the Welcome pack

Pre-school Leader or Deputy to take register and call police.

November 2014: Added information about Government guidance fire safety regulations, reducing the source of oxygen, visitors and parents in setting enhanced wording around this. Location of keys for quick exit in an emergency

April ’16- no changes

April 2017 added sentence

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

Took out that the plug sockets are covered.

June 2018 – Changed from smoke alarm to fire alarm, all pre-school electrical equipment tested and medicines are also taken out in an emergency.

June 2019 – no changes

May 2020- no changes

###### November 2021

March 2023 – no changes

###### **Legal references**

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Electricity at Work Regulations (1989)

**Further guidance**

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