

General 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

MARSHALSWICK PRE-SCHOOL

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.

Procedures

- The basis of fire safety is risk assessment. These are carried out by a 'competent person' on a daily basis. [L] [SEP]
- The manager has received training in fire safety sufficient to be competent to carry out risk assessment; [L] [SEP] this will be written where there are more than five staff. This will follow the guidance as set out in the *Fire [L] [SEP] Safety Risk Assessment – Educational Premises* document. [L] [SEP]
- As we operate on a rented premises we have a copy of the fire safety risk assessment that applies to the [L] [SEP] building and that they contribute to regular reviews by the Sandridge Parish Council.
- Fire doors are clearly marked, never obstructed and easily opened from the inside. [L] [SEP]
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate [L] [SEP] high risk areas of the building and are checked as specified by the manufacturer. [L] [SEP]
- Our emergency evacuation procedures are approved by the

Fire Safety Officer and are: [L] [SEP]

- clearly displayed on our notice board in the main foyer and in our visitors book and are explained to new members of staff, volunteers and parents; and are practiced regularly at least once every six weeks. [L] [SEP] Records are kept of fire drills and the servicing of fire safety equipment on the premises is under the Sandridge Parish Council who have a servicing contract with T&J Fire. (This is stated in our hiring agreement)

Emergency evacuation procedure

Our evacuation procedure is suitable for our setting. Our fire Drill is carried out every 6-8 weeks. A whistle is blown to gain attention (in case of a real alarm should be sounded by operating a call point). All children, staff and visitor's in the main hall should go directly to reception main doors or exit from the small room doors and out through the Parish council office (depending on where the fire is happening). The Manager will collect her fire bag, register and mobile phone.

Deputy and other staff will escort the children outside, using the walking links to the grass area near the library in front of the building. The Manager and another staff member will remain inside the hall to check all rooms, toilets and kitchen, closing all doors on the way out before joining the group outside.

The assembly point is the library; on the grass area the register will be called to check everyone is accounted for. It is then that we enter the library and await further instructions. In the case of a real fire; If the risk is too high and the library is to close, we will escort the children to the Cassidy and Tate Estate Agents on the The Ridgeway.

The Manager will contact the emergency services using her mobile phone, or seek assistance from the parish council library. The address to give the emergency services is Marshalswick Pre School community centre (located next to the library) the Ridgeway, St Albans, AL4 9TU.

All parents will then be notified.

The fire drill record book contains;

- 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

This policy was adopted on _____

Signed on behalf of the management _____

Name of signatory _____

Role of signatory (Deputy) _____