



## Fire safety and emergency evacuation

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### Policy Statement

We ensure the highest possible standard of fire precautions are in place. The person in charge 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. A Fire Safety Log Book is used to record the findings of risk assessment, any actions taken or incidents that have occurred on our fire drills. We ensure our policy is in line with the procedures specific to our building, making reasonable adjustments as required.

### Procedures

- ) The setting has a copy of the fire safety risk assessment that applies to the building and that we are asked to contribute to regularly reviews.
- ) Fire doors are clearly marked, never obstructed and easily opened from inside.
- ) We ensure 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.
- ) 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.
- ) 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 every six weeks.
- ) Records are kept of fire drills and the servicing of fire safety equipment is kept by the community centre.

### Emergency evacuation procedure for practice drills:

- ) Children are familiar with the sound of the fire alarm
- ) Children, staff and parents know where the fire exits are.
- ) Children are led from the building to the assembly point
- ) The settings leader takes the register and checks the children and staff off
- ) A record is taken of how long it took to get everyone out, if there was any problems delaying evacuation and any further action to improve the fire drill
- ) The settings leader will call emergency services in case of a real fire as soon as it has been detected.
- ) Parents are contacted by phone using the emergency phone list at the back of the register.

### Fire drills

We hold fire drills termly and record the following information about each fire drill in the Fire Safety Log Book:

- ) The date and time of the drill
- ) Number of adults and children involved
- ) How long it took to evacuate

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- ) 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:** Kate Sillett

**Date:** 5<sup>th</sup> February 2021

**Date to be reviewed:** 5<sup>th</sup> February 2022

**Signed on behalf of the Provider:** *K. Sillett*

**Name of Signatory:** Kate Sillett

**Role of Signatory:** Director

**Initial Steps Ltd**

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