

# West Green Playgroup



## **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 and must have an emergency evacuation procedure.

### **Fire safety and emergency evacuation**

#### **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 a Fire Safety Consultant. A Fire Safety Logbook is used to record the findings of risk assessment, any actions taken or incidents that have occurred and our fire drills. Downloadable Fire Safety Logbooks are widely available free of charge online.

#### **Procedures**

##### *Fire safety risk assessment*

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- The manager has received training in fire safety sufficient to be competent to carry out the risk assessment; this will [be written where there are more than five staff and 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.
  - Cookers.
  - Matches.
  - Flammable materials – including furniture, furnishings, paper etc.
  - Flammable chemicals.

- Means of escape.
  - Anything else identified
- Where we rent premises, we will ensure that we have a copy of the fire safety 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 firefighting 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 every half term.
- Records are kept of fire drills and of the servicing of fire safety equipment.

#### Fire Exits are located:

- Office
- Main Entrance
- Playroom
- Iron Gate in garden fence

#### Assembly Point:

By the children's playground in Downhills Park. Assembly Point Sign displayed by large Oak tree at the corner of our garden.

#### *Emergency evacuation procedure*

- How children are familiar with the sound of the fire alarm – Regular Fire Testing familiarises the children with the fire Alarm sound.
- How the children, staff and parents know where the fire exits are - All fire exits are clearly sign posted and we make it a point to advise new parents on where they can be found.

- Should the closest Fire Exit be the iron gate in the garden then a member of staff will unlock the padlock. All staff members carry on their person, at all times, a key for this padlock.
- How children are led from the building to the assembly point – On the sounding of the fire alarm, children are escorted by staff to the nearest fire exit. If the nearest fire exit is the garden gate – ALL staff members hold on their person, the key to the padlock to open the gate. They are then led safely to the Assembly Point which is by the children's playground in Downhills Park. If the nearest fire exit is the main entrance, the children will be led out in to Keston Road, into Downhills Park and then to the assembly point.
- How children will be accounted for and who by – The daily signing in sheet, Registration File, Register and Visitors book will be taken by the Manager or Assistant Manager. The register will then be taken for the children and the visitors will be accounted for
- How long it takes to get the children out safely – 3 – 4 minutes
- Who calls the emergency services, and when, in the event of a real fire – The Manager or Assistant Manager will call the emergency services on discovering a fire or on hearing the fire alarm sound
- How parents are contacted – There is a work mobile phone which will be taken on evacuation to contact parents. If we are unable to get to the mobile phone we will use the nearest phone.

### *Fire drills*

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

- The date and time of the drill.
- Number of adults and children involved.
- How long it took to evacuate.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

### *Persons with Disabilities*

We will ensure a PEEP (Personal Emergency Evacuation Plan) is carried out for a child and/or staff member with a disability. The details of the plan will be made known to all staff members.

## **Legal framework**

- Regulatory Reform (Fire Safety) Order 2005

## **Further guidance**

- Fire Safety Risk Assessment - Educational Premises (HMG 2006)

## **Other useful Pre-school Learning Alliance publications**

- Fire Safety Record (2015)