

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, and must have an emergency evacuation procedure.



27. Fire safety and emergency evacuation

Ducklings pre-school policy statement

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The community centre manager, pre-school supervisor and staff are familiar with the current legal requirements. Where necessary the Notley Green Community Association seeks the advice of a competent person, such as our Fire Officer, or Fire Safety Consultant. A Fire Safety Log Book is used to record the findings of risk assessment, any actions taken or incidents that have occurred and our fire drills. We ensure our policy is in line with the procedures specific to our building, making reasonable adjustments as required.

Procedures

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- The supervisor has received training in fire safety sufficient to be competent to carry out the risk assessment; this is written and follows 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.
- Ducklings pre-school rents a hall in the Notley Green community centre and we 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 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 a term.
 - Records are kept of fire drills, and Notley Green Community Association keep records of the servicing of fire safety equipment.

Emergency evacuation procedure

Our evacuation procedure is suitable for the pre-school and covers procedures for practice drills including:

- The children being familiar with the sound of the fire alarm.
- The children, staff and parents knowing where the fire exits are.
- How children are led from the building to the assembly point.
- How they are accounted for and who by.
- How long it takes to get the children out safely.
- Who will call the emergency services and when in the event of a real fire.
- How parents are contacted.

Fire drills

We hold fire drills half 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.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

Legal framework

- Regulatory Reform (Fire Safety) Order 2021

Further guidance

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

This fire safety and emergency evacuation policy was adopted by	NGCA Ducklings pre-school
On	27 th March 2023
Date to be reviewed	26 th March 2024
Signed on behalf of the management committee	
Name of signatory	Tristan Woolfenden
Role of signatory	Chairperson