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**Beaumont Community Preschool & Childcare Groups**

**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.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.

**Appointed Fire Safety Officer – Nicole Breakwell**

**Procedures**

***Fire safety risk assessment***

* The basis of fire safety is risk assessment. These are carried out by a ‘competent person’ in accordance with the Regulatory Reform (Fire Safety) Order 2005.
* The manager/deputy manager has received training in fire safety sufficient to be competent to carry out risk assessment; this will be written where there are more than five staff. This 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.

***Fire Safety Precautions taken***

* Fire doors are clearly identifiable, never obstructed and easily opened from the inside.
* Fire exit signs are the green ‘running man’ signs and are in place and clearly visible.
* Fire exits by doors are those that show a green light at night.
* Fire doors are not locked during normal working hours.
* Fire detection ie 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.
* Fire detection and control equipment (for example, fire alarms, smoke detectors, fire blankets and/or fire extinguishers) are checked regularly and are in working order.
* 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.
* A Fire Log is completed and regularly updated.
* Water and electrical items do not come into contact; staff do not touch electrical items with wet hands.
* Our emergency evacuation procedures/fire drills 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 where possible least once every six weeks.
* Records are kept of fire drills and the servicing of fire safety equipment.

***Emergency evacuation procedure***

Every setting is different, and the evacuation procedure will be suitable for each setting. It must cover procedures for practice drills including:

* Children are made familiar with the sound of the fire alarm through regular fire drill practices.
* Children, staff and parents know where the fire exits are by being shown, through regular fire drill practices and are clearly displayed.
* Children are lined up by the nearest fire exit door/ in Bumbles the children may be placed in an evacuation buggy dependant on number of children. They are led out with one member of staff leading the way and distributed throughout the line with one member of staff at the back.
* The room leaders/senior staff members call the register accounting for any children and adults via the register, signing in book and visitor’s books. Headcounts are made going out, at the assembly point and coming back into the building. We also display the amounts of children present within the rooms at the start of each session on a whiteboard.
* Fire drill practices are timed to monitor the time it takes to get the children and all within the building out which is recorded in the fire drill log.
* The manager or deputy will call the emergency services, when it is safe to do so away from the building, in the event of a real fire.
* The emergency contact details for parents are taken out by the Fire safety officer – Nicole Breakwell or if not present the deputy manager will carry this out

**Assembly point situated by the car park gate**

or if this is not safe the children will be taken to

**Wellington Community Primary School**

 **Alexandra Road**

 **Aldershot**

 **GU11 1QJ**

 **01252 326 573**

***Fire drills***

We hold fire drills where possible 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 2005

**Further guidance**

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

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| This policy was adopted at a meeting of | **Beaumont Community Preschool & Childcare Groups** |  |
| Held on |  | (date) |
| Date to be reviewed |  | (date) |
| Signed on behalf of the management committee |  |
| Name of signatory |  |
| Role of signatory (e.g. chair/owner) |  |