

# Fire Safety and Emergency Evacuation



**Approved by:** Nazmon Hannan

**Last reviewed on:** November 2020

**Next review due by:** November 2021



## Fire Safety and Emergency Evacuation

### Policy statement

At Jan Pre-School and Nursery, we ensure the highest possible standard of fire precautions are in place. Nazmon Hannan oversees health & Safety of the children and staff and we all are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as Fire Safety Consultant. A Fire Safety Logbook is used to record the findings of risk assessment, any actions taken or incidents that have occurred during our fire drills.

### Procedures

#### Fire safety risk assessment

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- I have received training in fire safety sufficient to be competent to carry out the risk assessment; this will follow the Government guidance Fire Safety Risk Assessment - Educational Premises (HMG 2006).
  - My 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.

#### Fire safety precautions taken

- We ensure that fire escape 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.
- My 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.



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- Records are kept of fire drills and of the servicing of fire safety equipment.

### **Emergency evacuation**

Procedures for practice drills including:

- Children are familiar with the smoke alarm which are placed in the kitchen and on the corridor.
- Fire exit signs are visually displayed near both exit
- Fire alarm will automatically switch on detection of smoke or heat
- Staff members working with children will escort them outside to the fire assembly point, near the car park.
- The smoke alarm is connected with the emergency fire service so there is not any requirement for calling them.
- The manager will talk to the emergency response through the automated voice connector and take the register with her to count the children and staff.
- As we only have one floor and the exit doors from the rooms are adjacent to the fire exit doors, it takes less than a minute to evacuate everyone.
- The manager will contact the parents if there is a need for them to collect the children. The manager's phone will have parents' contact numbers.

### **Fire drills**

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

- 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)