

Fire Safety and Emergency Evacuation



Approved by: Nazmon Hannan

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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)