

# **Bramfield Stepping Stones Pre-School Fire safety and emergency evacuation Policy**

## **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 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**

### *Fire safety risk assessment*

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- We 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.

We rent the premises from Bramfield Village Hall.

### Fire safety precautions taken

The village Hall Committee employ Ensure Fire Safety for all fire safety equipment checks and tests. ▪ We ensure that fire doors are clearly marked, never obstructed and easily opened from the inside. ▪ (Ensure Fire Safety Ltd) ensure that smoke detectors/alarms and fire fighting 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 (PAT). Any faulty electrical equipment is taken out of use and either repaired or replaced.
- 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 six weeks.
- Records are kept of fire drills and of the servicing of fire safety equipment.

Emergency evacuation and Fire Drills procedure If You Discover a fire. Adult Press glass on fire alarm (below the sign) Action

Exit through double fire doors

Supervisor Anna Frost/ Craig Warwick Escort all children quickly and safely to the designated assembly point in the outside play area. Call register. Deputy Supervisor Check toilet area is clear of children. Vacate building and proceed to assembly point. (Call emergency services from assembly point. All Adults Evacuate the building, close doors behind you, and report to the assembly point. No one should re-enter the building until given permission by the Fire Officer in charge.

We hold fire drills 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

Pre-School Fire safety and emergency evacuation Policy

This policy was adopted by	<u>Bramfield Stepping Stones Pre-school</u>
On	<u>30/06/2019</u>
Date to be reviewed	<u>01/07/2020</u>
Signed on behalf of the provider	_____
Name of signatory	<u>Rebecca Hitcham</u>
Role of signatory (e.g. chair, director or owner)	<u>Treasurer</u>
Signed by setting Supervisor	_____
Signed by Deputy Supervisor	_____