



Freeland Pre-school

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Freeland Pre-school is a Registered Charity [No: 1015592]

Fire safety and emergency evacuation (including Critical Emergency Plan)

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.

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 our staff, are familiar with the current legal requirements. Where necessary we seek the advice of the Fire Safety Officer at Freeland Primary School/EPA. A Fire Safety Risk Assessment is used to record the findings of risk assessment, any actions taken or incidents that have occurred. All fire drills are logged in our Fire Drill Log sheet.

We have a Critical Emergency Plan in place should it be necessary either to lock down the site or leave the grounds. The details of the Critical Emergency Plan have been drawn up by Freeland Primary School and necessary drills are initiated by them.

Procedures

Fire safety risk assessment

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- The Health & Safety Officer has received training in fire safety sufficient to be competent to carry out the risk assessment; this will be written where there are more than five staff and 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.
- Where we rent premises, we will ensure that we have a copy of the fire safety risk assessment that applies to the building and that we contribute to regular reviews (e.g. at Joint Steering Group meetings).

Fire safety precautions taken

- We ensure that fire doors are clearly marked, never obstructed and easily opened from the inside.
- Fire 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. This is the responsibility of Freeland Primary School/EPA.
- All electrical equipment is checked by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced. Regular PAT testing is organised by Freeland Primary School/EPA.
 - We ensure sockets are covered.
- Our emergency evacuation procedures 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 all fire drills (initiated by school or Pre-school) and of the servicing of fire safety equipment (this information is provided by Freeland Primary School/EPA).

In the event of a fire drill or fire the Pre-school follows the 'Action in case of fire' procedure which is displayed at the front entrance and rear exit of the classroom.

- Children are regularly familiarised with the sound of the fire alarm (activated by school in case of a drill) or the hand bell (which is used for pre-school drills).

Fire drills

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.

Critical Emergency Plan

A drill for lockdown and evacuation is undertaken once a year, initiated by the primary school.

We record the following information about each drill in the Lock Down Log Book:

- The date and time of the drill.
- Type of drill
- Number of adults and children involved.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

LOCKDOWN

In the event that the school/pre-school site needs to be locked down and the children kept inside, there is a continuous alarm that will sound and staff and children know to remain in the classroom, ensuring doors are locked.

If this is a time when parents are on the school grounds they should find their way to the pre-school classroom, or into the school building, where we will all congregate until further instructions are given by a member of staff from school.

EVACUATION

In the event that we need to leave the school site the fire alarm will ring and we will all meet on the top playground. When the school and pre-school are clear that the school and pre-school buildings are empty, we will walk the children to the church, where we will meet until given further instruction.

When either of these procedures has been followed we will contact the parents when necessary. It is important that parents do not contact the pre-school (busying phone lines) or collect their children unless they have been informed to do so.

Legal framework

- Regulatory Reform (Fire Safety) Order 2005

Further guidance

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

Other useful Pre-school Learning Alliance publications

- Fire Safety Record (2015)