

General Welfare Requirement: Suitable premises, environment and equipment

Outdoor and indoor spaces, furniture and toys must be safe and suitable for their purpose.

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. All staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Officer or the Fire Service. 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

- The basis of fire safety is risk assessment. These are carried out by a 'competent person'.
- Settings in rented premises will ensure that they have a copy of the fire safety risk assessment that applies to the building and that they contribute to regular reviews.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- 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 the servicing of fire safety equipment.
 - Staff are all aware of the location of the fire alarm call points on the premises.

On discovery of a fire on the premises:

- Activate the fire alarm at the closest fire alarm call point.
- Close the fire door to prevent access to and spread of the fire.
- Follow the emergency evacuation procedure as detailed below.

Emergency evacuation procedure

- In the event of a fire the person in charge will call the emergency services (999), using a mobile phone, once she has evacuated the building. If the person in charge does not have a mobile phone, nor does any other member of staff, a member of staff will be dispatched to the nearest building to use the phone there or to the nearest call box.
- The person in charge that day will notify Cowes Enterprise College of the fire and evacuation.
- On hearing the fire alarm the children in each room will be collected together and taken out of the nearest fire exit to the assembly point, which is located on the college playing field.
- The person in charge will collect the register and children's record folder before going outside.
- Once outside the children will line up and the register will be taken.
- On the person in charge, in liaison with the Fire Service can decide when it is safe to re-enter the building.
- Where it is not possible to return to the building the children will be taken to the college to be kept warm and dry until their parents collect them.
- The person in charge will inform the authorised collectors that the children can be collected from Cowes Enterprise College.

The fire drill record book must contain:

- Date and time of the drill.
- How long it took.
- 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)

This policy was adopted by Blackberry Lane Pre-School *(name of provider)*

On 21 July 2017 *(date)*

Date to be reviewed July 2018 *(date)*

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director or owner)

On _____ *(date)*

Mrs Kirsty Clements	Mrs Debbie Gibson
Company Secretary	Manager