

8.5 Fire safety and emergency evacuation

Policy statement

Hempstead Pavilion Playgroup Ltd 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'.
- The manager 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.

Fire safety precautions taken

- We ensure that fire doors are clearly marked, never obstructed and easily opened from the inside.
- We 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. 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 procedure

To start an Emergency Evacuation Drill a member of staff will sound the bell.

- The fire exits are clearly marked to staff, visitors and parents, and children are trained to go to either door on hearing the alarm.
- A staff member will take all the children out of the building through the fire door with the rest of the staff and the manager or deputy in her absence will check the toilets and then collect the Children's Emergency Contact Book, register and phone and leave the building (unless it is unsafe to do so).
- Children and staff form a circle by the front entrance gates. In the event of a real fire or if it is not safe for children to wait by the entrance dates our safe area is the playing fields.
- The Manager/Deputy in her absence will call the register once everyone is out of the building to account for all staff and children.
- The entire evacuation process should take no longer than 5 minutes.
- In the event of a real fire the manager or deputy will call the fire brigade and parents will be called to collect their child. Staff will remain on site until all the children have been collected.

Emergency Evacuation Drill

We hold Emergency evacuation drills termly and record the following information about each emergency evacuation in the register and the Emergency evacuation Log:

- 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.
- If unable to re-enter the building children are to be taken to 54 Harrow Road which is identified as our place of safety during an emergency.

Legal framework

- Regulatory Reform (Fire Safety) Order 2005

Further guidance

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

This policy was adopted by

Hempstead Pavilion Playgroup Ltd

On

Date to be reviewed

Signed on behalf of the provider

Name of signatory

Joanne Jarrett

Role of signatory

Director