

General Welfare Requirement: Suitable premises, environment and equipment

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

Trinity Pre-school - Health and Safety

3.4 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. The person in charge and 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.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe		3.3 The learning environment 3.4 The wider context	

Procedures

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

Emergency evacuation procedure

- Copies of the Fire Drill are displayed within the preschool
- **In the event of fire:**

1. **Supervisor to call calmly to everyone in the building**
2. **Do not try to tackle the fire yourself**
3. **Evacuate the premises immediately**
4. **Supervisor to collect register, check premises and close door**
5. **Assistants to take children to assembly point (upper playground against wall)**
6. **Supervisor calls register whilst one assistant contacts fire brigade**
7. **Primary school to be notified immediately if fire.**
8. **Do not re-enter premises**
9. **Reassure Children**
10. **Contact parents (Contact numbers should be kept with register)**

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
www.opsi.gov.uk/si/si2005/20051541.htm

Further guidance

- *Fire Safety Risk Assessment - Educational Premises* (HMG 2006)
www.communities.gov.uk/publications/fire/firesafetyrisk6

This policy was adopted at a meeting of	Trinity Pre-school Committee	name of setting
Held on	_____	(date)
Date to be reviewed	_____	(date)
Signed on behalf of the management committee	_____	
Name of signatory	Stephen Calcott	12/11/10
Role of signatory (e.g. chair/owner)	Committee Member	