

General Welfare Requirement: Suitable premises, environment and equipment

Fire Safety and emergency evacuation

Policy Statement

The member of staff responsible as Fire warden for the setting is **Nicola Rice** and in the absence of Nicola Rice, **Carole Sale** in her role as designated Health and Safety Officer. They are competent to carry out these responsibilities. Fire Warden training is undertaken or awaiting training and in-house training by a trained member of staff is given and all staff regularly update their knowledge and understanding. We display the necessary health and safety poster in the equipment cupboard.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in the foyer.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
Keeping safe		- The learning environment - The wider context	Inclusive of AUC/PR/EE

Procedures

- The basis of fire safety is risk assessment. These are carried out by a competent person.
- The Fire warden has received or awaiting training and have had in-house training by a trained member of staff in Fire safety sufficient to be competent to carry out risk assessment.
- Fire doors are clearly marked, never obstructed and easily opened from 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 (half-termly).

- Records are kept of fire drills and the servicing of fire safety equipment.

Emergency evacuation procedure

In the event of a fire or explosion a whistle (kept in accident basket) will be blown:

- All children are to be escorted quickly and quietly through the double doors in the main hall and walk around the building and assembled in the car park away from the building or situation.
- Fire Warden/Deputy Leader are responsible for collecting register, visitors book, mobile and keys.
- Once all children and staff are assembled outside the building in a safe area the deputy leader must take the register ensuring all persons are present.
- The named Fire warden/health and safety officer must contact the emergency services for the fire brigade (999).
- The named Fire warden/health and safety officer must check the building thoroughly before vacating the building, ensuring no one is missing.
- The mobile phone is situated with the Manager on duty or by the kitchen in the 'office' area.
- All doors and windows must be closed in the event of an evacuation to prevent the spread of the fire.
- If deemed necessary everybody must vacate the area and staff must escort the children to the named safe place (Poole Road Park, Poole Road, Ewell, by the car park area on grassed area or by tennis courts) and parents contacted if necessary.
- In the event that the named Fire warden/health and safety officer is not present the deputy leaders (acting as leaders) must ensure all procedures are upheld.

The fire drill record book contains

- 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

If the fire service is called to the premises on an emergency

- Record log of date, time and reason for emergency call out
- How long it took for the emergency services to arrive from the call
- The outcome

Legal Framework

- Fire safety risk assessment-Educational premises (HMG 2006)
- **Changes to Policy and Procedure**
- Any changes to this policy and any procedures may come into force following Government Guidance and Legislation changes to law or any new Legislation that the Government sees fit to implement. This includes any changes due to the Coronavirus Act 2020 and any subsequent Acts that will affect the Early Years Sector and our setting now or in future communication and changes.
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- Acts and legislation includes but is not exhaustive to:
- Coronavirus Act 2020
- Coronavirus (Covid-19) Guidance for educational settings
- Early Years Foundation stage: Coronavirus Disapplications
- Actions for Early Years and Childcare providers

This policy was adopted at a meeting of **Little Saints Pre-School**

Held on (date)

Signed on behalf of the CIO Trustees