



## Health and Safety

### 3.03 Fire safety and emergency evacuation.

#### Policy statement

We ensure the highest possible standard of fire precautions are in place. 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. A Fire Safety Log Book is used to record our fire drills and any actions taken or incidents that have occurred. 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'.

- The Administrator has received training in fire safety sufficient to be competent to carry out risk assessment. This will follow the guidance as set out in the *Fire Safety Risk Assessment – Educational Premises* document.
- We have a copy of the fire safety risk assessment that applies to the building and 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.
- We have all electrical equipment PAT checked annually. 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
  - practised regularly at least once every half term.
- Records are kept of fire drills and the servicing of fire safety equipment.

#### *Emergency evacuation procedure*

Fire Drill procedures in our setting:

- Children hear the sound of the fire alarm during some of our regular fire drills.
- Staff explain to children during the start of the session that the bell will ring and describe what we will do when the bell rings, including where the exits are.
- At the start of each session the supervisor allocates a member of staff as **Fire Warden** to call the fire brigade and ensure toilets are checked and fire exits clear in the event of a fire. This is covered on the daily risk assessment.
- In the event of a fire the supervisor takes the emergency box containing the key for the assembly point (Rehoboth Church), 1<sup>st</sup> aid kit, inhalers, register, registration folder and accident book.
- Staff lead children from the building to the outside assembly point, where they line up along the wall (the basic procedure is the same for both the front and back routes).
- Once the children are lined up outside the supervisor takes the register for children and adults.
- In the event of a real fire, parents are contacted using the phone numbers contained in the registration folder.

We aim to hold fire drills half-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.

#### Legal framework

Regulatory Reform (Fire Safety) Order 2005 [www.opsi.gov.uk/si/si2005/20051541.htm](http://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](http://www.communities.gov.uk/publications/fire/firesafetyrisk6)

**This policy was adopted at a meeting of Brighton Road Baptist Church Playschool Trustees.**

On 21/11/2019 (date)

Signed on behalf of the provider

Name of signatory Clair England

Role of signatory (e.g. chair) Chair of Trustees

### **Appendix A to 3.03**

#### **Fire drill procedure for Brighton Road Baptist Church Playschool.**

- Fire duties including; checking toilets and equipment, removing stair gate, phoning fire brigade and accompanying children out of the building, are given to staff at pre-session staff meeting by supervisor.

#### **Main Hall with no Playschool running upstairs:**

- On hearing the fire alarm supervisor will instruct staff on which exit to leave building by, either via outside area or main doors into the car park.
- Staff will do allocated tasks, keep children calm and vacate the building.
- Register will be taken and then staff and children will go to place of safety, Rehoboth Church, and await further instructions from emergency services.
- Supervisor will contact parents and guardians to collect children if emergency service says it's not safe to re-enter the buildings.
- At least two staff will remain with children until all have been collected. See uncollected child policy if parents can't be contacted.
- If managers are in the office they will go down to Playschool room and assist with evacuation.

#### **Preschool session:**

- On hearing alarm calmly line children up, at fire exit door at the top of stairs, do a head count and lead them downstairs to the outside area and join children from the main hall.
- Supervisor will take the register.
- If fire exit stair case is blocked lead the children down the main stair case and out of the fire exit at the bottom of the stairs.
- Walk the children right down Brighton Road and right into New Street and join the other Playschool children in the car park or at Rehoboth Church.
- Manager in the office will sweep through the upstairs toilets and help evacuate the children.

**Appendix B to 3.03****Fire Safety Risk Assessment Template**

Risk Area: ..... Carried out by: ..... Date: .....

<b>Fire hazard</b> (ignition, fuel, oxygen)	<b>Who is at risk?</b> (people on premises and those most vulnerable)	<b>Level of risk</b> (of fire occurring & the risk to people)	<b>Control measure</b> (remove and reduce hazards that may cause fire) (remove and reduce risks to people)	<b>Review</b> (record, plan, inform, instruct, train & review)

Before completing this form please refer to the five steps in the fire safety procedures