



Safeguarding and Welfare Requirements: Safety and Suitability of Premises, Environment and Equipment Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency, and must have an emergency evacuation procedure.

P3 Fire Safety and Emergency Evacuation Policy

The Cabin ensure the highest possible standard of fire precautions are in place. The Manager and Deputy are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as a 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 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).
- My 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 firefighting 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.
- We ensure sockets are covered.
- Our emergency evacuation procedures are approved by the Manager:
 - ~ clearly displayed in the premises;
 - ~ explained to new and all 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

- The Children are familiar with the sound of the fire alarm, as we test them each week on a different day and session.
- The register, staff signing in sheet, children and visitors signing in sheet, mobile phone and Children are evacuated.
- They all gather on the school field, in a real emergency if it is not safe to do so we will proceed to the main school and gather on the rec.
- The children are led from the building to the assembly point by all the staff
- The children are counted and checked against the register
- We record how long it takes to get the children out safely.it should take no more than 5 mins.
- The lead person will appoint a member of staff to call the emergency services, as soon as possible at the same time children are counted..
- Parents are contacted by phone and asked to collect children from the rec or Village hall depending on access

Fire drills

- We hold fire drills termly and record the following information about each fire drill in the Fire Safety Log Book: - *We test the alarm regularly on different days of the week*
- 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.

This policy was adopted at a meeting of the Pre School Committee	
Date of Meeting	13/12/2016
Signed on behalf of the Management Committee	J Rolfe
Role of Signatory (e.g Chairperson/owner)	Chairperson
Review Date	13/12/2017