

## General Welfare Requirement: Suitable premises, environment and equipment

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

## 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'.
- The manager has received training in fire safety sufficient to be competent to carry out risk assessment; this will be written where there are more than five staff. This will follow the guidance as set out in the *Fire Safety Risk Assessment – Educational Premises* document.
- We ensure that we have a copy of the fire safety risk assessment that applies to the buildings we rent and that we 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.
- 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 a term.
- Records are kept of fire drills and the servicing of fire safety equipment.

## Fire Drill Procedures

- Children will be informed after registration that a fire drill will take place.
- Children advised whether fire drill will be by bell, whistle or call.
- Staff and Visitors will have been advised which doors are the fire exits on induction at the setting (which are clearly marked at fire exits).
- Children will be advised which exit they will be taking before the fire drill takes place and that they will exit to the designated area
- Children advised to line up at the door and are lead outside in a calm manner by a member of staff to the designated area.
- The responsible person at the time would take the register and visitors book.
- Staff to check toilets, cupboards etc and proceed to the designated area.
- Register is taken and all children, staff and visitors are accounted for.
- The person who found the fire will ensure that the emergency services are called.
- In the event of a Fire Parents/Carers will be contacted from emergency numbers in the register.
- The evacuation is recorded in the Fire Drill Procedure and record book including the length of time taken for evacuation.

Our 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.

## 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

**NEWTON NIPPERS**

Held on

\_\_\_\_\_ (date)

Date to be reviewed

\_\_\_\_\_ (date)

Signed on behalf of the management  
committee

Name of signatory

Role of signatory (e.g. chairperson)

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