

## Fire Safety and Emergency Evacuation

*November 2023*

### **Policy statement**

We ensure the highest possible standard of fire precautions are in place. Where necessary we seek the advice. A Fire Safety Log is used to record the findings of risk assessment, any actions taken or incidents that have occurred and our fire drills.

### **Procedures**

#### *Fire safety risk assessment*

- The basis of fire safety is risk assessment, carried out by the Manager of Domino Pre-school.
- The manager has received training in fire safety sufficient to be competent to carry out the risk assessment.
  - Our 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.
- Where we rent premises, we will ensure that we have a copy of the fire safety risk assessment that applies to the building and that we contribute to regular reviews.

### *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 fire fighting 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.
- Our emergency evacuation procedures 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 of the servicing of fire safety equipment.

### *Emergency evacuation procedure*

Every setting is different, and the evacuation procedure will be suitable for each setting. It must cover procedures for practice drills including:

- How children are familiar with the sound of the fire alarm.
- How the children, staff and parents know where the fire exits are.
- How children are led from the building to the assembly point.
- How children will be accounted for and who by.
- How long it takes to get the children out safely.
- Who calls the emergency services, and when, in the event of a real fire.
- How parents are contacted.

### *Fire drills*

We hold fire drills at least termly and record the following information about each fire drill in the Fire Safety Log:

- 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

| Version | Changes made        | Author   | Date                            | Review Date    |
|---------|---------------------|----------|---------------------------------|----------------|
| 1.0     | Baseline version    | H Clarke | 20 <sup>th</sup> September 2020 | September 2021 |
| 1.1     | Review – no changes | H Clarke | 20 <sup>th</sup> September 2021 | September 2021 |
| 1.2     | New Logo            | H Clarke | 9 <sup>th</sup> November 2022   | September 2023 |
| 1.3     | Review – no changes | H Clarke | November 2023                   | September 2024 |