

**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 setting will provide the school with a copy of our fire risk assessment and our policy.
- The setting will liaise with the school on access to the building in the event of an emergency during school hours and out of schools.
- 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. They are regularly maintained by the setting.
- 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.
- Records are kept of fire drills and the servicing of fire safety equipment.

### *Emergency evacuation procedure*

Procedures for practice drills including:

- Children are familiar with the sound of the fire alarm.
- The children, staff, visitors and parents know where the fire exits are.
- Children are led from the building to the assembly point. (See fire procedure notice next to all fire exits.
- In event of real fire/emergency Manager to ring emergency services and if safe to do so check building. Deputy Manager to collect registers/ emergency documents/emergency bag. Members of staff to evacuate children to lower field area or to park. In bad weather children to be taken to St Mary's Church for shelter.
- In event of real fire/emergency parents are contacted. Ensure mobile phone is kept charged up and in credit. Contact details regularly checked.

*The fire drill record book must contain:*

- 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

### **Further guidance**

- Fire Safety Risk Assessment - Educational Premises (HMG 2006)

This policy was adopted at a meeting of

St Marys Church Pre School

Held on

Date to be reviewed

Yearly

Signed on behalf of the management  
committee

Name of signatory

Role of signatory (e.g. chair/owner)