



## Fire safety and Emergency Evacuation Policy

### Policy statement

Shooting Stars Nursery School ensure the highest possible standard of fire precautions are in place. Our staff 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 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 Old Down Hall, making reasonable adjustments as required.

### Procedures

#### *Fire safety risk assessment*

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- Staff have 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).
  - 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.
- As we rent premises, we will ensure that we have a copy of the fire safety risk assessment that applies to Old Down Hall 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 approved by the Fire Safety Officer and are:
  - clearly displayed in the premises;
  - explained to 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*

- How children are familiar with the sound of the fire alarm.
- Children, staff and parents are familiar with where the fire exits are.
- Children are led from the building to the assembly point on the grass in front of the car park.
- Children will be accounted for by the manager (or deputy manager in her absence).
- How long it takes to get the children out safely.
- Our fire marshal (Phillip) will check the building, close doors and exit last.
- The emergency services will be contacted by the member of staff with the setting phone immediately on discovery of the fire.
- Parents will be contacted by text if a fire occurs once the children are all safe and accounted for.

#### *Fire drills*

We hold fire drills 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

#### **Further guidance**

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



- Fire Safety Record (Pre-school Learning Alliance 2015)

This policy was adopted by	Shooting Stars Nursery School
On	<hr/> 07.01.20
Date to be reviewed	<hr/> 07.01.21/21.12.2021
Signed on behalf of the provider	<hr/>
Name of signatory	<hr/> Clare Wilkins
Role of signatory (e.g. chair, director or owner)	<hr/> Director/Manager
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