

## **Safeguarding and Welfare Requirement: 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.

### **8.5 Fire safety and emergency evacuation**

#### **Policy statement**

Begbroke Playgroup ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The manager is 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. 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.

#### **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 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.
  - Matches.
  - Flammable materials - including furniture, furnishings, paper etc.
  - 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.
- ☞ We ensure sockets are covered. Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
  1. clearly displayed in the premises;
  2. explained to new members of staff, volunteers and parents; and
  3. Practised regularly, at least once every term.
- ☞ Records are kept of fire drills and of the servicing of fire safety equipment.

### *Emergency evacuation procedure*

#### Action in case of fire

1. If you discover a fire or one is reported to you, you should;

## **Evacuate the premises**

This may be accompanied verbally or by public address where appropriate. Every effort should be made to avoid alarming the public and therefore causing a panic. Playgroup staff should go to the available exits and help all children and persons from the premises in an orderly fashion.

The assembly point for the building is the playing field at the rear, should the playing field be inaccessible due to an incident in the field the assembly point is inside the enclosed section of the public playground.

2. The manager is responsible for ensuring that the fire service is called immediately on the report or suspicion of an outbreak of fire. Call the fire service from a mobile phone or seek out an alternative telephone from surrounding houses.

### **Call 999 or 112 and ask for fire**

When the fire service replies give the call distinctly **FIRE AT BEGBROKE VILLAGE HALL**, postcode **OX5 1RN**

Do not replace the receiver until the address has been repeated by the fire service.

## 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)

This policy was adopted by	Begbroke Playgroup	
On		date
Date to be reviewed		date
Signed on behalf Begbroke Playgroup		
Name of signatory		
Role of signatory		