



## **Fire Safety and Emergency Evacuation**

### **Policy statement**

We ensure the highest possible standard of fire precautions are in place. The person in charge and our staff are familiar with the current legal requirements. A Fire Safety Log on BabysDays 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 our building, making reasonable adjustments as required.

### **Procedures**

#### **Fire safety risk assessment**

The basis of fire safety is risk assessment, carried out by a member of staff at the beginning of each working day.

- Our fire safety risk assessment focuses on the following for each area of the setting:
- Electrical plugs, wires and sockets.
- Electrical items.
- Flammable materials – including furniture, furnishings, paper etc.
- Means of escape.

Where we rent premises, we 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 firefighting 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 and visual plan are approved by Citation 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 on BabysDays accessed under the link 'The Setting.'

#### **Emergency evacuation procedure**

- How children are familiar with the sound of the fire bell.
- 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 termly and record the following information about each fire drill in BabysDays accessed in

'The Setting' link where a log is kept:

- The date and time of the drill.
- Name of adults and children involved.
- Location of fire.
- Weather conditions.
- Fire drill supervisor.
- Efficiency of the drill.

Fire drill outcomes documents:

- How long it took to evacuate.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure. Concluding with an overall rating from 1 to 5 (5 being the highest).

This policy was adopted by

Fawkham Montessori Pre-School

On

18<sup>th</sup> March 2020

Date to be reviewed

18<sup>th</sup> March 2021

Signed on behalf of the provider

*A. Mahoney*

Name of signatory

Abbie Mahoney

Role of signatory

Pre-School Manager