

## 02 Fire safety procedures

### 02.1 Fire safety

- The setting manager has access to, or a copy of, the fire safety procedures specific to the building and ensures they align with these procedures. The setting manager makes reasonable adjustments as required to ensure the two documents do not contradict each other.

#### Fire safety risk assessment

02.1a Fire safety risk assessment form is carried out in each area of the setting by Rachel/ senior staff using the five steps to fire safety risk assessment as follows:

1. Identify fire hazards

- Sources of ignition.
- Sources of fuel.
- Sources of oxygen (including oxygen tanks for disabled children).

2. Identify people at risk

- People in and around the premises.
- People especially at risk including very young babies, less ambulant disabled children or those using specialised equipment, such as splints, standing frames etc.

3. Evaluate, remove, reduce and protect from the risk

- Evaluate the risk of the fire occurring.
- Evaluate the risk to people from a fire starting on the premises.
- Remove and reduce the hazards that may cause a fire.
- Remove and reduce the risks to people from a fire.

4. Record, plan, inform, instruct, train

- Record significant findings and action taken.
- Prepare an emergency plan.
- Inform and instruct relevant people; inform and co-operate with others.
- Provide training.

5. Review

- Keep assessment under review and revise when necessary.

The fire safety risk assessment focuses on the following for each area:

- Electrical plugs, wires, sockets.

- Electrical items.
- Gas boilers.
- Cookers.
- Matches.
- Flammable materials, including furniture, furnishings, paper etc.
- Flammable chemicals (which are also covered in COSHH).
- Means of escape.
- Any other, as identified.

**Fire safety precautions include:**

- All electrical equipment is checked by a qualified electrician annually.
- Any faulty electrical equipment is taken out of use and recorded as such or condemned (whichever is necessary).
- Plug socket inserts are not used in setting.
- Water and electrical items do not come into contact; staff do not touch electrical items with wet hands.
- All fire safety equipment is checked annually.
- Gas boilers and cookers are checked and serviced annually by a Gas Safe registered engineer.
- If matches are used in the kitchen, they are kept in a drawer.

**Fire Drills**

- Fire Drills (to include emergency evacuation procedures and lock down) are held at least termly.
- Drills are recorded, including:
  - date of drill
  - staff involved and numbers of children
  - how long it took to evacuate
  - any reason for a delay in achieving the target time and how this will be remedied

**Fire precautions**

- Fire exit signs are the green 'running man' signs and are in place and clearly visible.
- Fire exits by doors are those that show a green light at night.
- A fire door to the garden is unlocked during normal working hours. Other fire doors are kept locked for safeguarding purposes.

- Fire evacuation notices are in every room; these are displayed in print large enough to read from a short distance. They say where the assembly point is.
- Fire alarms are in place and tested weekly, and where necessary supplemented with visual warnings. This is recorded.
- Smoke alarms are in place and tested by an outside company annually. This is recorded.
- A fire blanket is in place in the kitchen (and any other location where there is a cooker).
- Fire extinguishers are in place and are appropriate for the area they are in ie foam/water.

# **FIRE AND EMERGENCY PROCEDURE**

## **IN THE EVENT OF A FIRE OR EMERGENCY**

- The Fire and Emergency Alarm will sound, or an adult will shout ‘Emergency’ and/or activate the emergency alarm.
- All adults and children must vacate the building and garden using the nearest and safest emergency exit and make their way to the Assembly Point next to the Multi-Purpose Games Area ( MUGA).
- The Fire Warden of the day holds responsibility for the emergency bag, visitor’s book, emergency attendance list, medication and will carry out a visual check of the rooms, toilets and garden (if safe to do so). The Fire Brigade will be called in the event of a fire.
- Whilst walking to the Assembly Point, staff members will count the children and adults to ensure all are present.
- Once at the Assembly Point, the Fire Warden will call out the register to establish that everyone is present. Any variances are reported to the Fire Brigade on arrival.
- Staff members are required to wear Hi-Vis jackets for easy identification.
- If the return to the building is delayed or impossible, parents/carers are called to come and collect their children. Attempts will be made to take the children to Little Thetford Village Hall or Little Thetford Primary School, where they can be kept safe and warm until they are collected.

\*At no point should an adult put themselves at risk on any of the points above.

### **Further guidance**

[Dynamic Risk Management](#) (Alliance Publication)

[Fire Safety Record](#) (Alliance Publication)

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

[www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises](http://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises)