**Health and Safety**

**1.25 Fire safety and emergency evacuation**

**Policy Statement**

Burghclere Pre-School ensures our premises present the lowest possible fire risk by ensuring the highest possible standard of fire precautions. The manager, Hayley Lynch, 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**

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| **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 are risk assessments these are carried out by a ‘competent person’.
* The manager has received training in fire safety at a sufficient level to carry out risk assessments; this will be undertaken where there are more than five staff present. This will follow the guidance as set out in the *Fire Safety Risk Assessment – Educational Premises* document.
* As a setting in a rented premise, we will ensure that we have a copy of the fire safety risk assessment that applies to the building and that they contribute to regular reviews.
* Fire doors are clearly marked, never obstructed and easily opened from the inside.
* Smoke detectors/alarms and firefighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
* 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
* Practised regularly at least once every half term.
* Records are kept of fire drills and the servicing of fire safety equipment.

*Emergency evacuation procedure*

Every setting is different and the evacuation procedure will be suitable for each setting. It must cover procedures for practice drills including:

* How children are familiar with the sound of the fire alarm.
* How the children staff and parents know where the fire exits are.
* How children are led from the building to the assembly point.
* How they 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.

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  
  www.opsi.gov.uk/si/si2005/20051541.htm

**Further guidance**

*Fire Safety Risk Assessment - Educational Premises* **( HMG 2006)**www.communities.gov.uk/publications/fire/firesafetyrisk6

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| This policy was adopted at a meeting of | Burghclere Pre-School |  |
| Held on |  | (date) |
| Date to be reviewed | April 2022 | (date) |
| Signed on behalf of the management committee |  | |
| Name of signatory | Lisa Scaplehorn | |

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