Hyde Heath Pre-school

Have fun and learn!

**Registered Charity Number 1020591**

**Hyde Heath Infant School, Weedon Hill, Hyde Heath, Amersham, Bucks, HP6 5RW**

**Tel: 01494 782845**

**8.5 Fire safety and emergency evacuation**

**Policy statement**

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The person in charge and our 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. A Fire Safety Log is used and stored in our general file 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 ‘competent person’.
* The manager has 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.
* 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.
* 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; 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*

Procedures for practice drills including:

* A bell will ring and all children are familiar with the sound.
* Exits are clearly labelled to all parents and staff and introduced to exits during induction period.
* Children are led from the building to the assembly point by an adult where they wait for further instructions from a member of staff.
* Children are head accounted and the register will be read to confirm all children are present.
* We quickly walk the children to the assembly point.
* A member of staff calls the emergency services, when all children have been evacuated, in the event of a real fire.
* Parents are contacted following the emergency.

*Fire drills*

We hold fire drills half 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)**

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| This policy was adopted by | Hyde Heath Pre-School | *(name of provider)* |
| On | September 2020 | *(date)* |
| Date to be reviewed | September 2021 | *(date)* |
| Signed on behalf of the provider |  |
| Name of signatory |  |
| Role of signatory (e.g. chair, director or owner) | Chair of the Committee |