

## 8.5 Fire safety and emergency evacuation

### Policy statement

Bolney Under Fives 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 Bolney Under Fives seek the advice of a competent person, such as a Fire Safety Consultant.

### Procedures

#### *Fire safety risk assessment*

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- The health and safety officer 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.
  - Microwave.
  - Matches.
  - Flammable materials - including furniture, furnishings, paper etc.
  - Flammable chemicals .
  - Means of escape.
  - Anything else identified.
- Where Bolney Under Fives rent premises, Bolney Under Fives will ensure that Bolney Under Fives have a copy of the fire safety risk assessment that applies to the building and that Bolney Under Fives contribute to regular reviews.

#### *Fire safety precautions taken*

- Bolney Under Fives ensure that fire doors are clearly marked, never obstructed and easily opened from the inside.
- Bolney Under Fives ensure that 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.
- Bolney Under Fives have all electrical equipment checked annually by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced.
- Bolney Under Fives ensure sockets are covered. 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*

Our procedure for practice drills include:

- 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 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*

Bolney Under Fives hold fire drills termly and record the following information about each fire drill in the fire drill record 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 amended and adopted at a meeting of Bolney Under Fives

Held on	<hr/> 24/03/2014
Date to be reviewed	<hr/> 24/03/2016
Signed on behalf of the management committee	<hr/>
Name of signatory	<hr/> Mrs Sarah Josling
Role of signatory (e.g. chair, director or owner)	<hr/> Chair