

## 02 Fire safety procedures

### 02.01 Fire safety

The person in charge and staff are familiar with the current legal requirements and all staff have received Fire Safety training (November 2018 and updated in 2023). Where necessary advice is sort of a competent person, such as our named fire officer, or fire safety consultant. A Fire Safety Log Book is used to record the findings of risk assessment, any actions taken or incidents that have occurred and the fire drills undertaken. The policy is in line with the procedure that is specific to the building; the pre-school manager liaises with the Navestock Village Hall committee regarding the fire safety procedures specific to the building and all procedures are aligned. The pre-school manager makes reasonable adjustments as required.

The manager, our named fire officer, has received training in fire safety sufficient to be competent to carry out risk assessment; this is written as there are more than five staff and follows the Government guidance Fire Safety Risk Assessment - Educational Premises (HMG 2006).

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

02.01a Fire safety risk assessment form is carried out in each area of the pre-school by a competent person 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
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

**Little Doves CP is responsible for its the equipment it owns, materials and chemicals and arranges its own PAT testing for its electrical equipment once it is more than 12 months old.**

**Navestock Village Hall is responsible for all fitted fixtures.**

**Fire safety precautions include:**

**(some of these precautions are the responsibility of Navestock Village Hall Team)**

- 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).
- Sockets that are deemed a safety risk on the risk assessment are covered with a plug socket insert.
- 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.
- Smoke detectors and firefighting appliances which conform to BS EN standards, are fitted in appropriate high risk areas of the building, where necessary supplemented with visual warnings and are checked as specified by the manufacturer. They are tested monthly and this is recorded.
- Records are kept of fire drills and the servicing of fire safety equipment.
- Fire doors are clearly visible with the green 'running man' signs, never obstructed and easily opened from the inside. Fire doors are not locked during normal working hours.
- Fire exits by doors are those that show a green light at night.

- 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.
- A fire blanket is in place in the kitchen.
- Fire extinguishers are in place and are appropriate and the servicing of the fire safety equipment is recorded.
- There is a fire safety floor plan showing all the firefighting appliances and where they are situated in the building.
- The 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/carers
  - practised regularly, a minimum of once per term
  - records are kept of the fire drills

### **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

### **Emergency evacuation procedure**

The evacuation procedure must cover procedures for practice drills including:

- how children are familiar with the sound of the fire alarm
- how the children, staff and parents/carers 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/carers are contacted

Any items that are to do with the hire of the building that are not fire safety compliant in the above lists are reported by the staff at Little Doves CP to Navestock Village Hall committee. This is recorded.

### **Further guidance**

Dynamic Risk Management (Pre-school Learning Alliance 2017)

Fire Safety Record (Early Years Alliance 2019)

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)

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