

16. Fire Safety and Emergency Evacuation

Statement of intent

This document sets out how Polesden Lacey Playschool intends to plan, organise, control, monitor and review the protective and preventative measures in relation to fire safety and emergency evacuation.

Aim

It is our aim to put in place adequate measures to ensure that children, parent/guardian, staff and visitors attending the Playschool are safe in the event of a fire.

Practice

Polesden Lacey Playschool have a Fire Safety Lead who is Caroline O'Leary, who will undertake fire precautions to ensure the safety of children, parent/guardians, employees, visitors within and in close proximity to Playschool premises. Polesden Lacey Playschool fire precautions include:

- reducing the risk of and spread of fire;
- providing a secure and safe means of escape from the building at all times;
- providing a means of fighting fires;
- providing a means for detecting and giving warning of fire;
- implementing measure and actions to be taken in the event of a fire by providing instruction and training of employees and measures to mitigate the effects of fire; and
- providing a suitable system of maintenance of all general fire precautionary arrangements.

Employee's Responsibility

Article 23 of the Regulatory Reform (Fire Safety) Order 2005 places a responsibility on every employee:

- to take reasonable care for the safety of themselves and others who may be affected by their acts or omissions at work;
- to co-operate with their employer in complying with Fire Safety Legislative requirements;
- to inform the employer of any situation that would represent a serious and immediate danger to the individual safety from fire and any shortcoming in the employer's protection arrangements for safety; and
- to ensure fires, heaters, electrical points, wires and leads are adequately guarded at all times.

Fire Risk Assessment

The Fire Risk Assessment is completed by the school and will be reviewed on an annual basis or following significant changes to the size, layout and use of the building.

Through the Fire Risk Assessment process, all fire hazards in the Playschool will be identified and the risk of fire evaluated. Taking account of the control measures in place, where applicable, the Fire Safety Lead will maintain all reasonably practical measures to eliminate or control those fire hazards.

Providing a Safe Means of Escape

A safe and secure means of escape from the premises will be maintained at all times. During normal working hours the Fire Safety Lead and staff are to ensure that fire exit doors are unlocked and available for use at all times the premises are occupied. These doors and the routes to them should be free from obstruction at all times. In addition, the doors must be able to be easily opened without the use of a key, regularly inspected and maintained in a good state of repair. Any defects are to be reported to the Fire Safety Lead for action to be taken.

When the fire alarm is triggered, children, staff and visitors are evacuated to the designated Assembly Point, this is on the school entrance path.

Fire Safety Signs

Fire Safety signs are provided in the Playschool to indicate the emergency exits. The signs comply with the Health and Safety (Safety Signs and Signals) Regulations 1996 and BS 5499-4 :2000. All emergency exits are to be identified with appropriate fire exit signs. All fire exit doors display the appropriate fire exit sign above them. Signs that show indications of wear are to be reported to the Fire Safety Lead.

Fire Fighting Equipment

Portable firefighting equipment is provided and strategically sited throughout the Playschool. The type, numbers and locations have been selected for the appropriate type of risk. All extinguishers are hung on wall brackets or placed on suitable stands. In addition, all equipment is provided with appropriate signs displaying the type of extinguisher and the category of fire they can be used on. Members of staff will be shown the location of all the extinguishers and the information on the signs above them during their induction.

Fire extinguishers are subject to routine maintenance contracts. The maintenance contractor will put a label on each extinguisher indicating their name, telephone number and detailing the date of check. In addition, all tests, defects, and replacements are to be recorded in the Fire Safety Log Book by the school.

The main purpose of fire equipment is to assist in the means of escape of a person/s from the building. If a fire is discovered the main focus should be on the operation of the fire alarm, calling the emergency services and initiating the Fire Evacuation Procedure.

Fire Detection and Warning System

An electrically operated fire alarm and detection system is installed at the Playschool. The system is subject to periodic testing and maintenance in accordance with BS 5389. The results of the tests must be recorded in the Log Book by the school.

Fire Emergency Evacuation Procedure

A Fire Emergency Evacuation Procedure is in place to ensure all members of staff know what to do in the event of a fire and to ensure the safe evacuation of all children and adults from the premises. In the event of a fire the Fire Emergency Evacuation Procedure will be put into operation. The procedure will be subject to regular review.

Fire Procedures

The specific actions to be taken in the event of a fire incident and the location of assembly points are detailed in the brief next to every manual fire alarm call point and emergency exit. No member of staff must put themselves at risk. Special provisions are provided on how to evacuate persons who may be disabled from the building in the event of a fire incident.

Fire Safety Training of Employees

Fire Safety Training will be arranged and conducted to comply with the current fire regulations. All new members of staff will receive training during their induction; all members of staff will receive a fire safety update annually.

Fire Drills

Fire drills and evacuations will be taken very seriously by Polesden Lacey Playschool. The Fire Safety Lead will ensure that all staff are made familiar with the Fire Evacuation Procedures and carry out a fire drill each half term.

The fire evacuation procedure is as follows:

- As soon as the alarm is sounded the Manager or Deputy will call 999.
- Staff will gather the children together and lead them to the safety point;
- The Manager or Deputy will collect the register, registration file and mobile phone basket;
- Staff will call the register;
- In the event of a fire, parent/guardian will be contacted as soon as possible;
- A record of each fire drill will be recorded in the fire drill book and include the date, time and number of adults and children involved, how long it took to conduct the evacuation, any issues encountered and whether any changes are required to the procedure.

Policy Review

As part of Polesden Lacey Playschool monitoring of fire safety and emergency evacuation this policy will be subject to periodic review.

Policy adopted by: Ellie Pragnell (Chair), Caroline O'Leary (Manager)

Date: September 24

Policy Review Date: September 25