

## **8.5 Fire safety and emergency evacuation (including emergency lockdown procedure)**

### **Policy statement**

We ensure the highest possible standard of fire precautions are in place. The person in charge and our staff are familiar with the current legal requirements. A Fire Safety Log is used 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 landlord has received training in fire safety sufficient to be competent to carry out the risk assessment; this is written and follows the Government guidance Fire Safety Risk Assessment - Educational Premises (HMG 2006). The risk assessment is carried out annually with the setting manager.
  - 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.
- As we rent premises, we ensure we have a copy of the fire safety risk assessment that applies to the building and 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.
- The landlord ensures 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.
- All electrical equipment is 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:
  - clearly displayed in the premises;
  - explained to new members of staff, volunteers and parents; and

- practised regularly, at least once a term.
- Records are kept of fire drills and of the servicing of fire safety equipment.

### *Emergency evacuation procedure*

Our evacuation procedure includes:

- 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*

We hold fire drills at least termly and record the following information about each fire drill in the Fire Safety Log:

- 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.

### *Emergency Lockdown Procedure*

Springfield Bees Pre-School recognises the potentially serious risks to children, staff and visitors in emergency or harmful situations. A lockdown may take place where there is a perceived risk of threat to the Pre-School, its staff, children, visitors or property. We will follow advice and guidance issued by the Counter-Terrorism Policing service. Staff will call the confidential Anti-Terrorist hotline on 0800 789 321 if they see or hear something that could be terrorist related.

A lockdown will be initiated by a member of staff to gather all of the children together as quickly as possible. The Manager or Deputy will immediately call 999 and explain the situation and/or threat.

- Staff will move the children out of sight to the safest place inside the building and close the door taking the Pre-School phone and register.
- The person in charge will complete a head count of children whilst a member of staff quickly checks the premises for any other children.
- Staff will secure all windows and doors. Everyone will remain out of sight until further instructions are received from the emergency services.
- The staff will attempt to keep the children as quiet and calm as possible until the dangerous situation is over.
- When staff are completely sure that the danger is over, they will leave the safe place and continue activities as far as possible.

- The Manager/Deputy will contact the parents/carers and the chairperson (if not already contacted), to inform them of the incident. The local schools onsite will also be contacted. Records will be made of the event and actions taken will be recorded in our incident book. Ofsted will be informed within 24 hours of the incident occurring.

### **Legal framework**

- Regulatory Reform (Fire Safety) Order 2005
- Counter-Terrorism and Security Act 2015

### **Further guidance**

- Fire Safety Risk Assessment - Educational Premises (HMG 2006)

This policy was adopted by

Springfield Bees Pre-School

On

Date to be reviewed

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director or owner)

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