



**Statutory framework requirement: Suitable premises, environment and equipment**  
Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or other emergency..

## **Fire safety and emergency evacuation policy**

Hartfield Playschool ensures that our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The Business Manager is 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.

### **Procedures**

#### *Fire safety risk assessment*

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- The Early Years Manager and Business Manager received training in fire safety sufficient to be competent to carry out the risk assessment; this follows 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.
  - Oil/gas boilers.
  - Matches.
  - Flammable materials – including furniture, furnishings, paper etc.
  - Flammable chemicals.
  - Means of escape.
  - Anything else identified.

#### *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 extinguishing appliances conform to BSEN 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:
  - clearly displayed in the premises;
  - explained to new members of staff, volunteers and parents; and
  - practiced regularly, at least once a term.
- Records are kept of fire drills and of the servicing of fire safety equipment.

#### *Emergency evacuation procedure*

- The Early Years Manager or the person who discovers the fire must walk calmly to ring the fire bell on the back of the wall by the double (platform) doors
- The Early Years Manager must then tell the children in a loud voice to follow a named member of staff out of the building. The register must be collected before leaving the building



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- The children must be grouped in the car park or garden (the area by the sandpit in the lower garden is our assembly place), not on the platform, depending on the site and size of the fire
- The Early Years Manager must remain in the building only for the time necessary to ensure it is empty.
- When safely grouped, the register must be called, including staff and helpers
- No one is allowed to stop for personal belongings. Children must leave the building as they are- shoes or no shoes!
- Ideally windows and doors should be closed, but no risks should be taken
- An adult must telephone 999 for the Fire brigade (or 112 from mobile phone) as soon as it is possible
- Parents will be contacted as soon as possible

### *Fire drills*

We 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 reviewed by the Early Years Manager: Debbie Arnett and adopted by Hartfield Playschool staff and Committee in February 2014.**

**Reviewed in September 2015**

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Reviewed in October 2016

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