



# Buckden Pre-School Playgroup

A place for Children to grow, to learn and to flourish

Registered Charity No. 291840

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Reflecting on Quality  
committed to improvement

## **Safeguarding and Welfare Requirement: Safety and Suitability of 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 any other emergency, and must have an emergency evacuation procedure.

## **Fire safety and emergency evacuation**

**January 2017**

### **Policy Statement**

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The manager and staff are 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. The Village Hall Trust carries out a full Fire Risk Assessment of the Hall including the Pre-School rooms which we hold a copy of.

### **Procedures**

#### *Fire safety risk assessment*

- The Village Hall Trust carries out a thorough check using a Fire Officer and includes Pre-School.

#### *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 fighting appliances conforming 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.
- We ensure that 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 the servicing of fire safety equipment.

### *Emergency evacuation procedure*

- Every setting is different and the evacuation procedure will be suitable for each setting. It must cover procedures for practice drills including:
  - 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 half termly over several days to ensure that all children understand the procedure 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 adopted by \_\_\_\_\_ *(name of provider)*

*(date)*

On \_\_\_\_\_

*(date)*

Date to be reviewed \_\_\_\_\_

Signed on behalf of the provider \_\_\_\_\_

Name of signatory \_\_\_\_\_

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

**This policy will be reviewed annually.**