

SECTION 3

General Welfare Requirement: Suitable premises, environment and equipment

Outdoor and indoor spaces, furniture and toys must be safe and suitable for their purpose.

HEALTH AND SAFETY

FIRE SAFETY AND EMERGENCY

EVACUATION

POLICY STATEMENT

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The person in charge 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.

EYFS key themes and commitments



Procedures

- The basis of fire safety is risk assessment. These are carried out by a 'competent person'.
- The manager has received training in fire safety sufficient to be competent to carry out risk assessment; this will be written where there are more than five staff. This will follow the guidance as set out in the *Fire Safety Risk Assessment - Educational Premises* document.
- Settings in rented premises will ensure that they have a copy of the fire safety risk assessment that applies to the building and that they contribute to regular reviews.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
 - clearly displayed in the premises;
 - explained to new members of staff and parents;
 - practised regularly; once every half term
 - Records are kept of fire drills and the servicing of fire safety equipment.

FIRE SAFETY Procedures

- Checking of fire blanket is the responsibility of the owner/manager. Staff will be aware of when and how to use these, and will seek training if required.
 - The fire drill procedure is displayed on the notice boards.
 - It is the responsibility of owner/manager to carry out routine and statutory maintenance of equipment such as fire blanket, electrical items, etc.
 - It is also the responsibility of owner/manager to ensure the premises comply with the local Fire Officers'
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- A mobile telephone will be kept on the premises for owner/manager to use
 - The kitchen areas will be out of bounds to children.
 - Cleaning materials will be locked in the kitchen
 - electrical cables not left trailing.
 - We have electrical equipment of our own, this will be checked over before each use, and children are not permitted to use unsupervised.
 - Premises will be checked by the last member of staff to leave, who will ensure that the doors are locked, and heating and lights turned off.

Emergency evacuation procedure

- Children are familiar with the sound of the fire alarm.
- Children staff and parents know where the fire exits are.
- Children are led from the building to the assembly point.
- The Owner/Manager will account for each child by the calling of the register.
- Owner/ manager will inform the emergency services in the event of a fire.

- Parents will be contacted by Owner/Manage by mobile phone to collect their child.

EVACUATION Procedures

- Charlotte/Jade to check preschool rooms/toilet/office collect their register
- Charlotte/ Jade Ensure all preschool children/adults exit via bunny room fire exit
- Karen cook to exit
- Lynn/Karen check sleep room collect their register
- Ensure all babies/adults exit via bunny room fire exit
- Cherie opens fire exit door and unlocks side gate leading to the park
- Cherie collects register and ensures all children exit bunny room
- Linda to check whole building before exit and then phone 999
- Charlotte/Jade count their children and check their register
- Linda/Cherie count their children and check their register
- Lynn/Karen count their children and check their register
- Linda/ Lynn ensure head counts are correct
- Wait in park until all clear to return to building

The fire drill record book must contain:

- Date and time of the drill.
- How long it took.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

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