02 Fire safety procedures

**02.1 Fire safety**

* The setting manager has access to, or a copy of, the fire safety procedures specific to the building and ensure they align with these procedures. The setting manager makes reasonable adjustments as required to ensure the two documents do not contradict each other.

**Fire safety risk assessment**

02.1a Fire safety risk assessment form is carried out in each area of the setting by a competent person using the five steps to fire safety risk assessment as follows:

1. Identify fire hazards
* Sources of ignition.
* Sources of fuel.
* Sources of oxygen (including oxygen tanks for disabled children).
1. Identify people at risk
* People in and around the premises.
* People especially at risk including very young babies, less ambulant disabled children or those using specialised equipment, such as splints, standing frames.
1. Evaluate, remove, reduce and protect from the risk
* Evaluate the risk of the fire occurring.
* Evaluate the risk to people from a fire starting on the premises.
* Remove and reduce the hazards that may cause a fire.
* Remove and reduce the risks to people from a fire.
1. Record, plan, inform, instruct, train
* Record significant findings and action taken.
* Prepare an emergency plan.
* Inform and instruct relevant people; inform and co-operate with others.
* Provide training.
1. Review
* Keep assessment under review and revise when necessary.

The fire safety risk assessment focuses on the following for each area:

* Electrical plugs, wires, sockets.
* Electrical items.
* Gas boilers.
* Cookers.
* Matches.
* Flammable materials, including furniture, furnishings, paper etc.
* Flammable chemicals (which are also covered in COSHH).
* Means of escape.
* Any other, as identified.

**Fire safety precautions include:**

* All electrical equipment is checked by a qualified electrician annually.
* Any faulty electrical equipment is taken out of use and recorded as such or condemned (whichever is necessary).
* Sockets are covered. This is different to using plug sockets inserts, a socket cover, covers the whole socket, including the switch and is safe to use.
* Water and electrical items do not come into contact; staff do not touch electrical items with wet hands.
* All fire safety equipment is checked annually.
* Gas boilers and cookers are checked and serviced annually by a Gas Safe registered engineer.
* If matches are used in the kitchen, they are kept in a drawer.
* Oxygen tanks.

# Fire Drills

* Fire Drills (to include emergency evacuation procedures and lock down) are held at least termly.
* Drills are recorded, including:
* date of drill
* staff involved and numbers of children
* how long it took to evacuate
* any reason for a delay in achieving the target time and how this will be remedied

# Fire precautions

* Fire exit signs are the green ‘running man’ signs and are in place and clearly visible.
* Fire exits by doors are those that show a green light at night.
* Fire doors are not locked during normal working hours.
* Fire evacuation notices are in every room; these are displayed in print large enough to read from a short distance. They say where the assembly point is.
* Fire alarms are in place and tested monthly, and where necessary supplemented with visual warnings. This is recorded.
* Smoke alarms are in place and tested monthly. This is recorded.
* A fire blanket is in place in the kitchen (and any other location where there is a cooker).
* Fire extinguishers are in place and are appropriate

**Emergency evacuation procedure**

* On hearing the fire alarm (or bell if we are doing our own practice) the children, staff and any visitors exit the Little School from the back door if safe to do so. There is a count of children and adults. Any SEN or disabled children will have an allocated member of staff to assist in their evacuation.
* Children are led from the building to the assembly point in the church yard. The Manager checks the building and collects the register, fire evacuation box, medicines, mobile phone and walkie talkie.
* At the assembly point the manager checks the register to check all children and adults are accounted for.
* The manager then passes on confirmation that the building has been evacuated to the Fire Safety Officer at the Primary School by using the walkie talkie to communicate with the school.
* The emergency services will be contacted in the case of a real fire.
* In the case of a real fire parents will be contacted to come and collect their child. (see emergency closure procedure)
* If parents are waiting to collect children, they walk around to the church yard.

**Alternative evacuation procedures:**

If the main fire exit is blocked:

* *Leave by the main front door and the assembly point is on the school playground. (key to school gate is in the fire evacuation box)*

*If the main exit is blocked and there are children both indoors and outdoors:*

* *The staff outside lead the children out of the side gate into the school site, around the reception year outside area and onto the playground.*
* *The staff evacuate through the main door and onto the school playground.*

*If we are in the school hall:*

*We evacuate through the fire exit in the hall and into the Little School outside area and follow the main evacuation procedure.*

**Further guidance**

[Dynamic Risk Management](https://portal.eyalliance.org.uk/Shop#!prod/d28ed1d4-7564-ea11-a811-000d3a0bad7c/curr/GBP) (Alliance 2017)

[Fire Safety Record](https://portal.eyalliance.org.uk/Shop#!prod/3e3f4ad6-7564-ea11-a811-000d3a0ba8fe/curr/GBP) (Early Years Alliance 2019)

Fire Safety Risk Assessment: Educational Premises (HMG 2006): [www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises](http://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises)