

# Stretton Pre-School



## Fire safety and emergency evacuation

At Stretton Pre-school we ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The person in charge and our staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as a 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 manager has received training in fire safety sufficient to be competent to carry out the risk assessment; this will be written where there are more than five staff and will follow 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.
    - Cookers.
    - Flammable materials - including furniture, furnishings, paper etc.
    - Flammable chemicals .
    - Means of escape.
    - Anything else identified.
- Where we rent premises, we will ensure that we have a copy of the fire safety risk assessment that applies to the building and that we contribute to regular reviews.

#### *Fire safety precautions taken*

- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- 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.
- Electrical equipment checked annually by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced.

- Sockets are covered.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
  - clearly displayed in the premises;
  - explained to new staff and volunteers and parents; and
  - practised regularly, at least once every six weeks.
- Records are kept of fire drills and of the servicing of fire safety equipment.
- All staff members attended Fire Safety training, delivered by Cambs CC, on 2<sup>nd</sup> October 2019.

### *Emergency evacuation procedure*

See additional Fire Drill documents for Fourfields, Main Street (Owen Pooley Hall) and Main Street (Austin Hall).

### *Fire drills*

We hold fire drills termly and as and when required (new staff, student and including all children where possible), we 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.

### *Additional information*

- A letter to parents should be sent home as soon as possible following any serious incident to inform parents of context of fire evacuation.
- Following the need for evacuation, the setting management should create a full record of the event. Policies and procedures should be reviewed as soon as possible to identify any areas for potential development.
- For all Ofsted registered settings, a notification of a significant incident must be made to Ofsted within 14 days (preferably as soon as possible after the incident)

This policy was adopted by

Stretton Pre-School

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On

Date to be reviewed

Annually

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Signed on behalf of the provider

Name of signatory

Emily Greenfield

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Role of signatory

Chair person

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