Hinstock Primary School
'Tomorrow's Success Begins Today'

Fire safety and emergency evacuation

Policy statement

We ensure the highest possible standard of fire precautions are in place. 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 our LA Fire Officer or Fire Safety Consultant. A Fire Safety Log Book is used to record the findings of risk assessment, any actions taken or incidents that have occurred and our fire drills. We ensure our policy is in line with the procedures specific to the school, making reasonable adjustments as required.

Procedures

Fire safety risk assessment

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- The Headteacher has received training in fire safety sufficient to be competent to carry out the risk assessment; this 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.
    - Gas boilers.
    - Cookers.
    - Matches.
    - Flammable materials – including furniture, furnishings, paper etc.
    - Flammable chemicals.
    - Means of escape.
    - Anything else identified.
- We 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

- 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 conform to BS EN 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 have been 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,
- Records are kept of fire drills and of the servicing of fire safety equipment.

Emergency evacuation procedure

- Through regular fire drills children are made familiar with the sound of the fire alarm.
- Fire exits are clearly signposted and staff, volunteers and parents are made aware of procedures.
- Children are lead calmly through the fire exit and onto the playground.
- The Nursery Officer in Charge will check with the key workers for each child and hold the register of attendance.
- The administrator or Headteacher call the emergency services in the event of a real fire.
- Parents will be contacted in the event of a real fire through text to parents service from school records via a school i-pad or via the school mobile contact list.

Fire drills

We hold fire drills termly and record the following information about each fire drill in the Fire Safety Log 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	Hedgehogs Nursery	*(name of provider)*
On	22.11.16	*(date)*
Dates reviewed	22.11.17 5.10.18	*(date)*

	8.10.19 22.11.21 4.1.23
Signed on behalf of the provider	*R E Williams*
Name of signatory	Rachael Williams
Role of signatory (e.g. chair, director or owner)	Headteacher

Other useful Pre-school Learning Alliance publications

- Fire Safety Record (2015)