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.

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).
* 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
* Oxygen tanks.

# Fire Drills

* Fire Drills (to include emergency evacuation procedures and invacuation) 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

What will happen during a Fire Drill?

* The fire drill is signalled by the sound of a whistle.
* Children are led outside by an adult, alongside the register and visitor’s book, in an orderly manner.
* Practitioners check the toilets and other rooms, closing the doors on exit.
* All children and practitioners line up in their groups at the far sides of the garden.
* Register and visitor’s book is checked.
* Fire service will be called in the event of an actual emergency. In the event of an actual emergency, the decision to remove the children further away from the incident may be made. Children and adults will assemble in the library adjacent to the preschool building..
* Visitors with children are responsible for their own child only.
* Safety of children is first priority, belongings are not collected by adults or children.

# 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 weekly. 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

**Further guidance**

Dynamic Risk Management (Pre-school Learning Alliance 2017)

Fire Safety Record (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)

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