

Little Frogs Pre School

Fire safety policy

Alongside associated procedures in 02.1 Fire safety, this policy was adopted by *Little Frogs Pre School* on 5 April 2022

Aim

Our provision is a suitable, clean, and safe place for children to be cared for, where they can grow and learn. We meet all statutory requirements about fire safety and fulfil the criteria for meeting the relevant Early Years Foundation Stage Safeguarding and Welfare Requirements.

Objectives

- We recognise that we have a corporate responsibility and a duty of care for those who work in and receive a service from our provision, but individual employees and service users also have a responsibility to ensure their own safety as well as that of others. Risk assessment is the key means through which this is achieved.
- A fire safety risk assessment is carried out by a competent person in accordance with the Regulatory Reform (Fire Safety) Order 2005.
- A Fire Log is completed and regularly updated.
- Necessary equipment is in place to promote fire safety.

Legal references

Regulatory Reform (Fire Safety) Order 2005)

Electricity at Work Regulations (1989)

Further guidance

Fire Safety Record (Early Years Alliance 2019)

Fire Safety Risk Assessment: Educational Premises

www.communities.gov.uk/publications/fire/firesafetyrisk6

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).

2. 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.

3. 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.
4. 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.
5. 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.
- 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.
- If matches are used in the kitchen, they are kept in a drawer.

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

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

FIRE PRECAUTIONS

The Management Committee are responsible for ensuring that precautions are taken against fire through the routine maintenance of fire safety equipment, through reviewing and posting emergency fire procedures in buildings and educating employees, whether paid or voluntary, in safe practices.

It is the duty of all employees, paid or voluntary, to co-operate in the implementation of this Policy and to report to the Management Committee any instances where the property procedures are not being implemented eg wedging open of fire doors, escape routes obstructed by furniture or rubbish and the reporting of faulty electrical equipment.

Within the premises, the Provision operates a Policy of No Smoking. It is the responsibility of each individual smoker to ensure that they only smoke outside the building and ensure that their cigarette is properly extinguished.

In the event of a fire: **Don't Panic – follow the Fire Procedure**

Do not tackle the fire unless:

- You have been trained to do so;
- You feel able to do so;
- You do not put yourself at risk;
- The fire is small.

Remember: The important thing is to save lives, not property.

Fire Procedure

If you discover a fire

- 1) Immediately raise the alarm
- 2) If in charge of children, pass their care to the nearest member of staff
- 3) Leave the building, assisting with the evacuation of the children.
- 4) Tackle the fire if possible with the appliances provided, but **WITHOUT TAKING PERSONAL RISK.**

On hearing the fire alarm

- 1) Play Leader to evacuate the building by using the nearest available exit and **KEEP THE CHILDREN TOGETHER**, Deputy to check toilets, notify those in Lily Pad and outside.
- 2) Proceed to the assembly point at the Front Gate in Gas Lane
- 3) The Person in Charge will take a roll call to ensure that no-one has been left in the building.
- 4) Play leader will call the Fire Service immediately
- 5) Dial 999 and ask for the Fire Service
- 6) Wait for the Fire Service to answer
- 7) Give the full address clearly

DO NOT stop to collect personal belongings

DO NOT re-enter the building until told to do so by the Fire Service

Fire Prevention Procedures:

1. Risk Assessments completed and reviewed to identify significant findings.
2. Fire Alarm and detection equipment installed and regularly serviced
3. Signage clear and up to date
4. Emergency Lighting installed and regularly serviced
5. Fire Fighting Equipment installed and regularly serviced
6. Fire Drill carried out regularly to ensure all children and staff are fully comfortable with the procedure
7. Fire Alarm Tested weekly if no fire Drill carried out
8. Electrical equipment annually tested and included on daily risk assessment, faulty or damaged items disposed of.
9. Staff trained in evacuation, fire procedures and certified training in Fire Safety
10. Visitors and volunteers briefed on procedures
11. Daily Inspections on exits to ensure no obstructions and doors working correctly.
12. Fire Doors inspected by Landlord
13. COSHH assessments held for all relevant products safely stored.