

Health and Safety

3.4 Fire safety and emergency evacuation

Policy Statement for St Joseph's Pre-school

St Joseph's Pre-school ensures our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The person in charge and staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Officer, or Fire Safety Consultant.

Procedures

- The basis of fire safety is risk assessment¹. These are carried out by a 'competent person'.
- The deputy practitioner, **Kayleigh Niven**, has received training in fire safety sufficient to be competent to carry out risk assessment; this will be written where there are more than five staff. This will follow the guidance as set out by the Home Office².
- Settings in rented premises, like St Joseph's Pre-school, will ensure that they have a copy of the fire safety risk assessment that applies to the building and that they contribute to regular reviews.
- Safety/exit signs are placed where they can clearly be seen, to help staff/visitors identify escape routes and find firefighting equipment.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are 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 at least once every six weeks.
- Records are kept of fire drills and the servicing of fire safety equipment.

Emergency evacuation procedure

Every setting is different and the evacuation procedure will be suitable for each setting. It must cover procedures for practice drills including:

- How children are familiar with the sound of the fire alarm.
- How the children staff and parents know where the fire exits are.
- How children are led from the building to the assembly point.
- How they will be accounted for and who by.
- How long it takes to get the children out safely.
- Who calls the emergency services and when in the event of a real fire.
- How parents are contacted.

The fire drill record book must contain:

- Date and time of the drill.
- How long it took.

¹ HM Government guidance "Fire Safety Risk Assessment : Educational Premises" (May 2006)

² Fire safety and risk assessment: educational premises (2016)

- 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

Associated Policies and Procedures

- 3.2 Health and Safety General Standards
- 3.5 Fire Safety Risk Assessment

Version Number	Author	Purpose of Change	Date
1.0	K Coupe	Reviewed and page numbered	Sept 2015
2.0	Committee	Reviewed	Oct 2016
3.0	K Coupe & N Powers	Reviewed, updated and version controlled	10/07/2019 AGM
4.0	K Coupe	Reviewed and update. <ul style="list-style-type: none"> • reference made to a named person who has undertaken fire safety training; • addition of Appendix 1 re risk assessment • Inclusion of “Associated Policies and Procedures” section as per Safeguarding Audit section 175/157 	23 Jan 2023 Cttee Mbr (L Finn)