



Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

8.5 Fire safety and emergency evacuation

Policy statement

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 our 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.

Procedures

Fire safety risk assessment

- The basis of fire safety is risk assessment, carried out by Black Rock Fire on 26th November 2024 and is reviewed regularly.
- 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. The kitchen/office door is fitted with a system that ensures that the door is automatically closed when the fire alarm is raised.
- 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, this is the responsibility of our Landlord, Robotmother.
- 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.
- We ensure sockets are covered. 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 students; and
 - practised regularly, at least once every six weeks.
- Records are kept of fire drills and of the servicing of fire safety equipment.

Emergency evacuation procedure

The children are not taken out of the setting for a fire drill. These are carried out in the setting, following advice of the fire brigade, as the risk of taking the children outside for a fire drill is not justified.

In case of a fire, our assembly point is Jubilee Warehouse.

We will evacuate as a group, carrying those children who cannot walk.

We will take the register and inform parents from Jubilee Warehouse.

The person in charge on the day calls the Fire Brigade and ensures that the registration folder and registers are taken when evacuating the setting. Parents will be contacted by phone once the children are assembled in a place of safety.

Fire drills

We hold fire drills half 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.
- 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:

on:

Date to be reviewed:

Signed on behalf of the provider:

Name of signatory:

Role of signatory (chair or secretary of the committee):