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**Beaumont Community Preschool & Childcare Groups**

**Fire safety and emergency evacuation**

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. We ensure our policy is in line with the procedures specific to our building making reasonable adjustments as required.

**Appointed Fire Safety Officer – Nicole Breakwell**

**Appointed Fire Marshalls – Nicole Breakwell & Louise Brenton**

**Assembly point situated by the setting’s car park gate**

or if this is not safe the children will be taken to

**Wellington Community Primary School**

 **Alexandra Road**

 **Aldershot**

 **GU11 1QJ**

 **01252 326 573**

**Fire safety risk assessment**

Fire safety risk assessments are 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).
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.
* 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
* number of 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 doors are clearly identifiable, never obstructed and easily opened from the inside.
* 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

***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:

* Children are made familiar with the sound of the fire alarm through regular fire drill practices.
* Children, staff and parents know where the fire exits are by being shown, through regular fire drill practices and are clearly displayed.
* Children are lined up by the nearest fire exit door/ in Bumbles the children may be placed in an evacuation buggy dependant on number of children. They are led out with one member of staff leading the way and distributed throughout the line with one member of staff at the back.
* The room leaders/senior staff members call the register accounting for any children and adults via the register, signing in book and visitor’s books. Headcounts are made going out, at the assembly point and coming back into the building. We also display the amounts of children present within the rooms at the start of each session on a whiteboard.
* Fire drill practices are timed to monitor the time it takes to get the children and all within the building out which is recorded in the fire drill log.
* The manager or deputy will call the emergency services, when it is safe to do so away from the building, in the event of a real fire.
* The emergency contact details for parents are taken out by the Fire safety officer or if not present the manager/deputy manager will carry this out

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| This policy was adopted at a meeting of | **Beaumont Community Preschool & Childcare Groups** |  |
| Held on |  | (date) |
| Date to be reviewed |  | (date) |
| Signed on behalf of the management committee |  |
| Name of signatory |  |
| Role of signatory (e.g. chair/owner) |  |