

General Welfare Requirement: Suitable premises, environment and equipment

Outdoor and indoor spaces, furniture and toys must be safe and suitable for their purpose.

Health and Safety

3.4 Fire safety, Emergency evacuation, Critical Incident, Lockdown

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 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.

The Preschool has an obligation to be prepared for every eventuality. Emergency situations rarely occur however we need to be prepared and vigilant in the event that we need to take urgent action to evacuate the preschool.

Emergencies can be categorised as:

- Flood
- Fire
- Burglary
- Abduction or threat of abduction of a child
- Terrorist attack
- Bomb threat
- Any other major incident that would put the children and adults in nursery at risk

Procedures In the event of an emergency parents would be contacted immediately. All reasonable steps are taken to prevent critical incidents however there will always be a degree of risk.

Procedures

FIRE

- The basis of fire safety is risk assessment. These are carried out by a 'competent person'.
- The deputy manager and administrator have 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 in the *Fire Safety Risk Assessment – Educational Premises* document.

- Settings in rented premises 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.
- 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.

LOCKDOWN

In some instances evacuation may not be appropriate and the reverse will apply, when the preschool must go into 'lockdown' mode. Lockdown would allow for safeguarding inside the preschool if required, for example in the event of a civil disturbance in the area, terrorist incident or environmental risk (smoke etc.) Children will be kept away from doors and windows.

The Manager or most senior member of staff is the only authorised person to give the 'all clear' signal once any incident has concluded. All reasonable steps are taken to safeguard children (please see safeguarding policies):

- Anyone lingering on the premises with no designated purpose must be reported to the manager for action.
- Children will only be released to designated adults.
- Parents are asked to keep the preschool informed of any matters relating to the custody of children.

If a court order applies the preschool must be made aware. All staff are requested to wait for instructions from the most senior member of staff on-site who will manage the procedure. In such circumstances everyone is asked to stay calm, obey instructions and avoid unnecessary risks. In the event of a critical incident Ofsted will be informed by the preschool and full details of the incident will be recorded in the incident log.

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/bell.
- 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.
- 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

Further guidance

- Fire Safety Risk Assessment - Educational Premises (HMG 2006)

This policy was adopted at a meeting of

Preston Community Preschool

Held on

Jan 2018

Date to be reviewed

Signed on behalf of the management committee



Name of signatory

Anne Brown

Role of signatory (e.g. chair/owner)

Chair of Trustees