

## Fire safety procedures

### **Fire safety**

Burwell Early Learners CI0 ensure the highest possible standard of fire precautions are in place. The person in charge has access to, or a copy of, the fire safety procedures specific to the building and ensure they align with these procedures. The person in charge makes reasonable adjustments as required to ensure the two documents do not contradict each other.

### **Fire safety risk assessment**

A 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.
- 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.
- Oxygen tanks.

**Emergency evacuation procedure**

All staff are shown the evacuation procedure for each room as part of their induction.

Each room has two possible exit routes, and the room leader will direct the group in a fire to our evacuation point away from the building, which is the grassed area near to the car park and print centre.

Fire drills are carried out at least termly, so staff and children are familiar with the alarm, headcount procedure, routes out, and roll call. One member of staff in each room is responsible for checking the room and toilets while the children are gathered to exit in a calm, controlled manner.

The person in charge is responsible for contacting the fire brigade and taking the contacts folder so that parents can be contacted if it is not possible to return to the building.

## **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 doors are not locked during normal working hours unless compromises building security.
- 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 by our contractor.
- 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**

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

[www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises](http://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises)