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## 8.5 Fire safety and emergency evacuation

### **Policy statement**

At Broadhill Pre-School 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.

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.

We ensure our policy is in line with the procedures specific to our building, making reasonable adjustments as required.

### **Procedures**

- The basis of fire safety is risk assessment, carried out by a 'competent person' our Fire Officer is Emma Painting and in her absence Nicky Best & Jane Davies
- The Fire Officer has received training in fire safety sufficient to be competent to carry out the risk assessment; this will be written where there are more than five staff and will follow the Government guidance Fire Safety Risk Assessment - Educational Premises (HMG 2006).
- We ensure that we have a copy of the fire safety risk assessment (Policy 8.9 Fire Risk Assessment) that applies to the building and that we contribute to regular reviews:
  - Electrical plugs, wires and sockets
  - Electrical Items
  - Matches
  - Flammable Materials
  - Flammable Chemicals
  - Means of Escape
  - Anything else identified
- Fire doors are clearly marked, never obstructed and easily opened from the inside.



- 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.
- We have all our electrical equipment annually checked (September)
- 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 of 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 children 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.
- Parents are contacted from the register that is taken by the Fire Officer at the time of emergency.

The fire drill record book must contain:

- The 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.