

Fire safety and emergency evacuation

Policy statement

We ensure the highest possible standard of fire precautions are in place. Lindsey Adams (Deputy Manager) is the head of Health and Safety and is familiar with the current legal requirements. A Fire Safety Log 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 the Church.
- ♣ The Fire Officer has received training in fire safety sufficient to be competent to carry out the risk assessment alongside the Deputy; following the Government guidance Fire Safety Risk Assessment - Educational Premises (HMG 2006).
 - The fire safety risk assessment focuses on the following for each area of the setting:
 - Electrical plugs, wires and sockets.
 - Electrical items.
 - Gas boilers.
 - Cookers.
 - Matches.
 - Flammable materials – including furniture, furnishings, paper etc.
 - Flammable chemicals.
 - Means of escape.
 - Anything else identified.
- ♣ We ensure that 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.
- ♣ We ensure that smoke detectors/alarms are fitted in the kitchen and the the church ensures 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 electrical equipment checked annually by a qualified electrician through the church. Any faulty electrical equipment is taken out of use and either repaired or replaced.
- ♣ Our emergency evacuation procedures are approved by the Fire Safety Officer (Lindsey Adams) and are:

- clearly displayed in the premises;
- explained to new members of staff,]volunteers and parents; and
- practised regularly, at least once every half term.

♣ Records are kept of fire drills.

Emergency evacuation procedure

- ♣ Children are familiar with the sound of the fire alarm.
- ♣ Children, staff and parents know where the fire exits are.
- ♣ Children are led from the building to the assembly point.
- ♣ The Manager and Deputy take the register to ensure all are accounted for during a fire drill or evacuations.
- ♣ We record how long it takes to get the children out safely.
- ♣ The Manager or Deputy calls the emergency services, and when, in the event of a real fire.
- ♣ The Manager and Deputy contact parents.

Fire drills

We hold fire drills at least 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.
- ♣ How long it took to evacuate.
- ♣ 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 by	Anna Zeneli
On	13 April 2018
Date to be reviewed	July 2019
Signed by Deputy Manager	