

## **Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment**

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency, and must have an emergency evacuation procedure.

### **8.5 Fire safety, emergency evacuation and 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 a Fire Officer, or Fire Safety Consultant.

#### **Procedures**

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- Where we rent premises, we will 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 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.
- 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*

We regularly practise fire drills with different groups of children. This ensures that children and adults are familiar with the emergency evacuation procedure, and especially where the exits are.

- On hearing the alarm, children are led to the nearest safe exit by the staff and counted. They are then led out of the building with 1 staff member at the front, and 1 at the rear of the line. The staff member in the room closest to the main door picks up the register and the phone, then checks the room for any other children. If a staff member is in a different part of the building they should use the nearest safe exit.
- The assembly point is in the meadow, near the car park, this is shown by a sign.
- Once at the assembly point, children are counted, then the register called by the most senior staff member.
- The Manager or Deputy Manager is responsible for calling the fire brigade if necessary.
- The emergency contact sheet is kept with the register to enable staff to call parents without the need to return to the building.

The fire drill record book contains:

- 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.

### Lockdown Procedure

Lockdown of a building is an emergency procedure to secure and protect occupants near an immediate threat. The assumption should be that it is safer to stay put and place the setting into lockdown until the emergency services arrive.

- The lockdown signal is a whistle. Walkie Talkies should be used to alert staff who are not in the main area (eg Chairman's Room, toilet).
- Staff and children should stay in the room, making sure windows and doors are secure.
- Children should be kept calm and kept away from windows and doors.
- If a threat occurs when staff and children are outdoors, they should make their way immediately to a safe place, such as inside the pre-school. If this is not possible, they should take the children quickly and calmly away from the threat, following the advice of emergency services where applicable.
- A message will be sent to all parents/carers which reads:

"Due to an incident we have been advised by the emergency services to secure the premises and stay put until we are given the all clear. Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able when that is likely to be. In the meantime, we need to keep our telephone line clear and would appreciate your cooperation in not calling unless it is absolutely vital that you speak to us."

- The lockdown remains in place until an official "all clear" has been advised or emergency services arrive.

### Legal framework

- Regulatory Reform (Fire Safety) Order 2005

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This policy was adopted at a meeting of	Cobham Community Pre-School	(name of provider)
Held on	January 2019	(date)
Date to be reviewed	January 2020	(date)
Signed on behalf of the provider		
Name of signatory	Becky Newnes	
Role of signatory (e.g. chair, director or owner)	Committee Chair	