

Fire Safety Policy

Statement of intent

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The manager 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.

Aims

Our aim is to ensure everyone's safety in the event of a fire. This policy states the measures we take to protect staff, children and visitors.

Objectives and Procedures

1. Fire risk assessments are completed on a regular basis by a competent person
 - Preschool have their own fire risk assessment (please refer to risk assessment file)
 - The WI also have a fire risk assessment related to the premises (please refer to WI fire safety file)
 - Both preschool staff and WI members risk assessments and fire procedures have been approved by the Fire Safety Officers
2. Protections are in place to protect against fire:
 - Fire doors are clearly marked, never obstructed and easily opened from the inside.
 - Smoke detectors/alarms are checked monthly by a member of the WI and are recorded in the WI fire safety file.
 - Fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked annually (please refer to WI fire safety file)
 - All electrical equipment is PAT tested on an annual basis (please refer to WI fire safety file)
3. Fire evacuation procedures are on view to everyone at pre-school
 - Our emergency evacuation procedures are approved by the Fire Safety Officer.
 - They are clearly displayed in the premises;
 - They are explained to new members of staff, volunteers and parents;
 - Records are kept of fire drills and the servicing of fire safety equipment.
 - Please see attached fire procedures.
4. Fire evacuation procedures are part of our pre-school practice

- Fire drills are practised every term.
- They are practised every day of the week to ensure every child has a chance to practise and understand the drill

- Records are kept of the fire drills. These include:
 - o Date and time of the drill.
 - o How long it took.
 - o Whether there were any problems that delayed evacuation.
 - o Any further action taken to improve the drill procedure.

Policy written July 2023 - M. Riches

Reviewed Oct 2024 - M Riches

