

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.



FIRE SAFETY AND EMERGENCY EVACUATION PROCEDURE POLICY

Policy statement

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions and ensure our policy is in line with the procedures specific to our building, making reasonable adjustments as required. 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 Crofton Baptist Church's Fire Officer, or Fire Safety Consultant. We meet all statutory requirements about fire safety and fulfil the criteria for meeting the relevant Early Years Foundation Stage Safeguarding and Welfare Requirements.

Objectives

- We recognise that we have a corporate responsibility and a duty of care for those who work in and receive a service from our provision, but individual employees and service users also have a responsibility to ensure their own safety as well as that of others. Risk assessment is the key means through which this is achieved.
- A fire safety risk assessment is carried out by a competent person in accordance with the Regulatory Reform (Fire Safety) Order 2005.
- A Fire Drill Log is completed and regularly updated.
- Necessary equipment is in place to promote fire safety.

The basis of fire safety is risk assessment. These are carried out by the Health & Safety Officer.

The manager has received training in fire safety sufficient to be competent to carry out risk assessment this will be written where there are more than five staff. This will follow the guidance as set out in the Fire Safety Risk Assessment - Educational Premises document (HMG 2006).

Fire doors are clearly marked, never obstructed and easily opened from the inside.

Our emergency evacuation procedures are

- clearly displayed in the premises;
- explained to new members of staff, volunteers and students; and
- practised regularly at least once every six weeks and are noted in the log at the back of the register.

Procedures

Fire safety risk assessment

- The basis of fire safety is risk assessment, carried out by a 'competent person' who will follow the Government guidance Fire Safety Risk Assessment - Educational Premises (HMG 2006).
- Our fire safety risk assessment focuses on the following for each area of the setting:
 - Electrical plugs, wires and sockets.
 - Electrical items.

- Cookers.
- Matches.
- Flammable chemicals .
- Means of escape.
- Anything else identified.

Fire safety precautions taken

- All electrical equipment is checked as part of Crofton Baptist Church's check, by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced.
- We ensure sockets are covered.
- The servicing of fire safety equipment is maintained by Crofton Baptist Church.
- We hold a Preschool Emergency Plan and have a safe haven.
- We keep an emergency evacuation box near the emergency exit which includes parent contact details, a first aid kit, heat blankets and children's emergency medications.

Legal framework

- Regulatory Reform (Fire Safety) Order 2005
- Electricity at Work Regulations (1989)

Further guidance

- Fire Safety Risk Assessment - Educational Premises (HMG 2006)
- www.communities.gov.uk/publications/fire/firesafetyrisk6

This policy was adopted at a meeting of

CROFTON EARLY LEARNERS

Held on

28 SEPTEMBER 2022

Date to be reviewed

SEPTEMBER 2023

EMERGENCY EVACUATION PROCEDURE

Evacuation

The register is kept in the emergency evacuation box on the hatch.

A whistle is kept in the telephone box on the hatch.

Staff numbers for each day are noted in the register. Staff should check this each day and refer to the Emergency Procedure list on the wall.

In the event of evacuation being necessary, KEEP CALM! It is important that the children see we are in command:

- The Leader/Deputy will blow the whistle (one long clear blast) and pick up the emergency evacuation box.
- Staff number 2 will pick up the telephone and call the Fire Brigade if necessary.
- Staff numbers 2 and 3 will organise the children and lead them outside through the fire exit furthest from the fire (or danger). They will assemble by the wall between the Sports Hall and the main Church building.
- Staff numbers 4 and 5 must quickly check both toilets, side room, kitchen and behind large equipment and must inform any other persons on the premises. Also ensure all windows and doors are left closed where possible.

The Leader will call the register to ensure all children are present and safe. Other staff members will assist with confirmation of children present. Staff number 2 will carry out a head count.

If necessary the children will be led to further safety to the green in Beckford Drive.

Practice evacuation drills will be carried out, at least once every half term and a record kept in the diary of when this takes place.

In the unlikely event of a terrorist attack, where possible we will follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Where possible the following measures will be taken.

The Leader will:

- manage and co-ordinate the pre-school's response to the incident.
- make contact with the Emergency Services
- contact Bromley Council for support and assistance

Should it be necessary to close the school for any reason, ie if the site is dangerous, children will be taken to Crofton Infant School where they can be kept safe, warm and supervised.

If an incident takes place out of school hours the standard Emergency Closure Policy will be followed.

The incident will be recorded when the threat is averted.

EMERGENCY PROCEDURE

1 – Evacuation box.

2 – Telephone.

Call Fire Brigade if necessary.

2 & 3 – organise the children and lead them outside through the fire exit furthest from the fire (or danger).

4 & 5 – check both toilets, side rooms, kitchen and behind large equipment.

Inform other persons on the premises.

Ensure all windows and doors are left closed where possible.

IN CASE OF

FIRE

RAISE THE ALARM . VACATE THE PREMISES

CALL THE FIRE BRIGADE . PHONE **999**

Give address as

**“CROFTON BAPTIST CHURCH
100, CROFTON LANE, ORPINGTON, BR5 1HD
Telephone number 01689 877010”
CEL mobile 07706 708211**

If you discover a fire
raise the alarm verbally to all other users of the premises.

Call the Fire Brigade . dial 999

Immediately vacate the building

making sure that all persons leave
from all rooms including the kitchens and toilets.
Do not wait to collect personal possessions.

Take special care of any children, disabled or elderly persons!

Assemble in the main church car park

Adults should tackle the blaze with the fire extinguishers provided
only if this involves NO danger to themselves.

Persons should not re-enter the premises until permission is given
by a Fire Officer or a responsible leader.

All incidents must be reported to the Church Secretary.

NB All leaders and helpers should familiarise themselves with the location of fire extinguishers on the premises and how they are used