**Health and Safety**  

**3.4 Fire Safety Management**

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 our Fire Officer, or Fire Safety Consultant.

**Procedures**

* The basis of fire safety is risk assessment, carried out by a ‘competent person’.
* The manager and deputy have 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).
* 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 (ours is in middle right hand side of building, and exits to back of the preschool) 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:
	+ Raise the alarm
	+ Exit building by using closest/safest exit
	+ Leave Preschool via gate, designated staff member to lead children
	+ Congregate at green shelter on Court Meadow
	+ Manager/Session Lead to take register
	+ Designated staff member to contact emergency services
* 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*

At Mayfield Preschool we have a fire drill once every term. The drill is on different days and at different times each term. This allows the staff and children to practice what we would do in the event of a fire at our setting, as well as:

* 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.
* How parents are contacted.

*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.

**Legal framework**

* Regulatory Reform (Fire Safety) Order 2005