



## Fire safety policy

Fairview Under Fives Group  
Uplands Park Road, Rayleigh, Essex, SS6 8AJ  
Tel: 07713 701655  
Email: fairviewpreschool@hotmail.com

Charity No. 1029088

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## **02 Fire safety policy**

Alongside associated procedures in 02.1 Fire safety, this policy was adopted by Fairview Under Fives Group on 1<sup>st</sup> November 2023.

**Designated Fire Marshalls are:** Sarah Clarke (Manager) and Hayley Prasad (Deputy Manager).

### **Aim**

Our provision is a suitable, clean, and safe place for children to be cared for, where they can grow and learn. 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 Log is completed and regularly updated.
- Necessary equipment is in place to promote fire safety.

### **Legal references**

Regulatory Reform (Fire Safety) Order 2005)

Electricity at Work Regulations (1989)

### **Further guidance**

Fire Safety Record (Early Years Alliance 2019)

Fire Safety Risk Assessment: Educational Premises

[www.communities.gov.uk/publications/fire/firesafetyrisk6](http://www.communities.gov.uk/publications/fire/firesafetyrisk6)

## 02 Fire safety procedures

### 02.1 Fire safety

- The setting manager has access to, or a copy of, the fire safety procedures specific to the building and ensure they align with these procedures. The setting manager makes reasonable adjustments as required to ensure the two documents do not contradict each other.

#### **Fire safety risk assessment**

02.1a Fire safety risk assessment form is carried out in each area of the setting by a competent person using the five steps to fire safety risk assessment as follows:

1. Identify fire hazards
  - Sources of ignition.
  - Sources of fuel.
  - Sources of oxygen (including oxygen tanks for disabled children).
2. Identify people at risk
  - People in and around the premises.
  - People especially at risk including very young babies, less ambulant disabled children or those using specialised equipment, such as splints, standing frames.
3. Evaluate, remove, reduce and protect from the risk
  - Evaluate the risk of the fire occurring.
  - Evaluate the risk to people from a fire starting on the premises.
  - Remove and reduce the hazards that may cause a fire.
  - Remove and reduce the risks to people from a fire.
4. Record, plan, inform, instruct, train
  - Record significant findings and action taken.
  - Prepare an emergency plan.
  - Inform and instruct relevant people; inform and co-operate with others.
  - Provide training.

## 5. Review

- Keep assessment under review and revise when necessary.

The fire safety risk assessment focuses on the following for each area:

- Electrical plugs, wires, sockets.
- Electrical items.
- Gas boilers.
- Cookers.
- Matches.
- Flammable materials, including furniture, furnishings, paper etc.
- Flammable chemicals (which are also covered in COSHH).
- Means of escape.
- Any other, as identified.

### **Fire safety precautions include:**

- All electrical equipment is checked by a qualified electrician annually (arranged by Edward Francis Primary School).
- Any faulty electrical equipment is taken out of use and recorded as such or condemned (whichever is necessary).
- Sockets are covered. This is different to using plug socket inserts, a socket cover, covers the whole socket, including the switch and is safe to use.
- Water and electrical items do not come into contact; staff do not touch electrical items with wet hands.
- All fire safety equipment is checked annually.
- Gas boilers and cookers are checked and serviced annually by a Gas Safe registered engineer.
- If matches are used in the kitchen, they are kept in a drawer.
- Oxygen tanks.

## **Fire Drills**

- Fire Drills (to include emergency evacuation procedures and lock down) are held at least termly.
- Drills are recorded, including:
  - date of drill
  - staff involved and numbers of children
  - how long it took to evacuate
  - any reason for a delay in achieving the target time and how this will be remedied

## **Fire precautions**

- Fire exit signs are the green 'running man' signs and are in place and clearly visible.
- Fire exits by doors are those that show a green light at night.
- Fire doors are not locked during normal working hours.
- Fire evacuation notices are in every room; these are displayed in print large enough to read from a short distance. They say where the assembly point is.
- Fire alarms are in place and tested monthly, and where necessary supplemented with visual warnings. This is recorded.
- Smoke alarms are in place and tested monthly. This is recorded.
- A fire blanket is in place in the kitchen (and any other location where there is a cooker).
- Fire extinguishers are in place and are appropriate

## **BELL ACTION NOTICE**

Children and staff are given opportunity during drills to recognise the different sounds of an alarm. Children and staff are given opportunity during fire drills to rehearse moving to the 'Assembly point'.

The assembly point for all staff, children and visitors at the pre-school and Edward Francis Primary School is: **THE SCHOOL FIELD**

**A Short, High-Pitched Buzz** – Indicates the beginning or end of a session. No immediate action is required.

## **LOCKDOWN ACTION PLAN**

**Short, Repeated Bell Rings** – Indicates a lockdown situation:

- If a lockdown is required, go to the school office who will start the bell.
- All outside activity to cease immediately, pupils and staff return to building.
- All staff and pupils to remain in the building while the bell continues to ring – reassure those present. If it is safe to do so:
  - Lock external doors and windows
  - Draw blinds and curtains or move those in your care to a location not visible from outside (Fairview children's toilets).
- A lockdown remains in place until the alarm ceases. Should the buzz change and the bell ring continuously, evacuation is required (see below)

## **EVACUATION ACTION PLAN**

**A Continuous Bell Ring** – Indicates an evacuation situation:

- Where a fire is noticed, staff must alert others in the immediate area by shouting 'Fire, Fire'.
- The nearest member of staff must activate the **Fire Alarm Point** positioned **IN THE CORRIDOR**
- If the Fire Alarm is activated at any point by other than the Fairview Staff, they must consistently follow the same evacuation procedure.
- Children to stand still on hearing the Fire Drill.
- Staff will gather children promptly at the fire exit and complete a head count.
- Staff will guide any visitors with the children.
- The on duty 'Fire Warden' will immediately carry out their duties promptly and calmly, if safe to do so.

These duties include:

1. Check that the toilets are empty, and the playrooms have been evacuated.
  2. Collect the register, phone, keys, first aid box and medicine box.
  3. Support the staff in evacuating the children and visitors.
- A trained adult will lead the children and visitors to the **assembly point** on **THE SCHOOL FIELD** promptly and calmly.
  - A trained adult will stay at the back of the line of children to ensure no one gets left behind.
  - All other staff and volunteers will support the safe evacuation of the children.

- Where a child becomes distressed, they may be carried to the assembly point.
- As soon as staff children arrive at the assembly point, a head count will be taken, and a quick register of children will commence by the most senior member of staff on duty. (Manager/Supervisor).
- All other staff will remain with the children to support keeping them calm and as quiet as possible.
- As soon as the register and head count has been completed and the staff are present **HOLD UP THE REGISTER TO INDICATE TO THE HEADTEACHER THAT ALL ARE PRESENT AND SAFE.**
- Edward Francis Primary School are responsible for calling the Fire Service. If in doubt, the manager/supervisor will check with the head teacher that this has been completed.
- Staff will remain in position until further guidance is given by the Fire Rescue Team, HEADTEACHER or MANAGER. E.g., Calling parents to notify and arrange pick-ups from a safe place.

### Tackling a Fire

- Staff may tackle a small fire once all the children have been evacuated and it is safe to do so.
- The fire must be no larger than the size of a wastepaper basket.
- Staff must be aware of the location of appropriate Fire Safety Equipment:

**Fire Safety Blanket in Kitchen**

**Fire Extinguishers in Corridor under Hatch**

- Staff must check the suitability of the fire safety equipment before using.
- Staff must test the fire safety equipment to the side of the fire, before use.
- Staff must be aware of the safety of exit routes at all times.
- If at any point, staff safety is compromised, staff must evacuate the building.

### **Further guidance**

Dynamic Risk Management (Pre-school Learning Alliance 2017)

Fire Safety Record (Early Years Alliance 2019)

Fire Safety Risk Assessment: Educational Premises (HMG 2006):

[www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises](http://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises)