



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 and emergency evacuation

Policy statement

Peekaboo Childcare (Torquay) Limited ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The person in charge and our 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. A Fire Safety Log Book is used to record the findings of risk assessment, any actions taken or incidents that have occurred and our fire drills.

Procedures

Fire safety risk assessment

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- The manager has received training in fire safety sufficient to be competent to carry out the risk assessment; this will be written and 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.
 - Gas boilers.
 - Cookers.
 - Matches.
 - Flammable materials – including furniture, furnishings, paper etc.
 - Flammable chemicals .
 - Means of escape.
 - Anything else identified.
- 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 safety precautions taken

- We ensure that fire doors are clearly marked, never obstructed and easily opened from the inside.
- We ensure that 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 term.
- Records are kept of fire drills and of the servicing of fire safety equipment.

Emergency evacuation procedure

The most senior member of staff present takes charge

- On hearing the alarm staff are allocated to silence alarm, call 999, collect ipad and check toilets/room for children.
- If one staff member is upstairs, 1 staff member is allocated to unlock gates and go upstairs to assist
- Children upstairs go out with staff member and sit at top of stairs and wait for assistance
- Children are carried one at a time down the stairs if they cannot walk. Children who can walk are encouraged to walk down one at a time assisted by at least 2 staff members
- Remaining staff calmly guide children to fire assembly points through clearly labelled fire exits.
- Children are led in an orderly line by their key worker to the fire assembly point
- Children, staff and visitors are counted by senior member of staff and checked against register on Family
- The building is to be evacuated in under 3 minutes.
- The emergency contact details for children's parents are accessed on Family and updated termly. Staff make every effort to contact children's parents once it is deemed safe to do so.

Fire drills

We hold fire drills termly and record the following information about each fire drill in the Fire Safety Log Book:

- The date and time of the drill.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

If there is any action needed to improve, training is given and a drill will be carried out one week later. If improvement is still not seen disciplinary action is taken against the staff involved in the drill.

Legal framework

Regulatory Reform (Fire Safety) Order 2005

Further guidance

Fire Safety Risk Assessment - Educational Premises (HMG 2006)

This policy was adopted by	Peekaboo Childcare (Torquay) Limited	<i>(name of provider)</i>
On	11/1/21	<i>(date)</i>
Date to be reviewed	11/1/22	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Alexandra Morton	
Role of signatory (e.g. chair, director or owner)	Director	