

02 Fire Safety procedures

02.1 Fire Safety

Our Aim

At Peekaboo Childcare, keeping children safe is at the heart of everything we do. This includes making sure our fire safety procedures are thorough, up-to-date and follow both EYFS guidance and the requirements of the building.

Fire Safety Procedures

- The setting manager/deputy manager follows the building's fire safety procedures and makes sure our own procedures match them.
- Any differences are adjusted so procedures never contradict each other.
- All staff understand what to do in the event of a fire, and where their responsibilities lie.

Fire Safety Risk Assessment

A trained and competent person completes a detailed Fire Safety Risk Assessment for every area of the setting, using the 5 steps required by UK legislation:

1. Identify Fire Hazards

We look for anything that might start or fuel a fire such as:

- Plug sockets, wires or damaged cables
- Electrical equipment
- Gas cookers or boilers
- Flammable materials (furniture, paper, fabrics)
- Cleaning products or chemicals
- Matches or lighters
- Sources of oxygen (including oxygen tanks for medical needs)

2. Identify People at Risk

This includes:

- All children and staff
- Visitors and parents/carers
- Children who may be especially vulnerable e.g.:
 - Babies
 - Disabled children
 - Children using specialist equipment
 - Less mobile children

3. Evaluate, Reduce & Protect

We check:

- How likely a fire is to start
- What the impact would be
- How quickly it could spread

We then:

- Remove or reduce hazards
- Put additional safety measures in place
- Make sure escape routes are clear
- Ensure equipment is working and regularly checked

4. Record, Plan & Train

We:

- Record key findings
- Create and update emergency plans
- Inform and train staff
- Work with the building management where relevant

5. Review

- Risk assessments are regularly reviewed
- Updated whenever the building, equipment or procedures change

What We Check

Every area of the setting is assessed including:

- Electrical items and wiring
- Gas appliances
- Furnishings and materials
- Heating systems
- Escape routes and exits
- Any additional risks identified on site

All essential checks include:

- Electrical equipment tested yearly
- Gas appliances serviced yearly by a Gas Safe engineer
- Faulty equipment removed immediately
- No water near electrical items
- Fire equipment checked annually

Fire Drills

We carry out termly fire drills, including evacuation and lockdown practice. Each drill is recorded, including:

- Date
- Whether evacuation was completed within 2 minutes
- Any delays and how we will improve

Children practice safely and calmly, with age-appropriate explanations.

Fire Precautions Throughout the Building

We ensure that:

- Fire exit signs (green running man) are visible
- Fire doors remain unlocked during opening hours
- Fire evacuation notices are in every room
- Fire alarms are tested weekly and logged
- Smoke alarms are tested every 6 months and logged
- Fire blanket is in the kitchen
- Fire extinguishers are located appropriately and serviced annually

Further Guidance

- *Dynamic Risk Management* (Alliance Publication)
- *Fire Safety Record* (Alliance Publication)
- *Fire Safety Risk Assessment: Educational Premises (HMG 2006)*
<https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises>