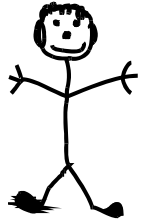




# FIRST STEP PLAYGROUP



## Policies and Procedures

### 3. Suitable premises, environment and equipment

#### Health and Safety

#### 3.3 Fire safety and emergency evacuation

##### Policy Statement

First Step Playgroup 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 the fire service.

##### Procedures

- The basis of fire safety is risk assessment. These are carried out by a 'competent person'.
- The Manager has covered fire safety on their Health and Safety sufficient to be competent to carry out risk assessment; this will be written where there are more than five staff.
- Settings in rented premises will ensure that they have a copy of the fire safety risk assessment that applies to the building and that they contribute to regular reviews.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN 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 six weeks.
- Records are kept of fire drills and the servicing of fire safety equipment.

##### *Emergency evacuation procedure*

At First Step Playgroup our evacuation procedure is as follows:

- A practitioner blows the fire whistle (this is hanging up in the main hall, next to the kitchen hatch, clearly labelled on the wall).
- All children, practitioners, volunteers line up ready to leave the building.

- The practitioner who blew the whistle leads everyone safely from the building by the nearest fire exit. Fire exits are clearly labelled.
- One practitioner takes responsibility for checking that the building has been evacuated (checking under tables, in the play house and toilet area etc.) Once this is carried out the practitioner joins the line up outside.
- The register, visitors log and phone are taken outside by the practitioner checking the building.
- The evacuation of the building is done as quickly as possible whilst remaining safe and calm.
- A practitioner will call the fire brigade if there is a real fire. If it is a fire drill a practitioner will check the premises to make sure it is safe to re-enter the building.
- Once this has been confirmed that it is safe to re-enter all children staff volunteers etc, will enter the building.
- In the case of needing to contact children's parents the manager/deputy manager will take responsibility for doing so.

The fire drill is recorded, on the fire drill log, it shows:

- 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  
[www.opsi.gov.uk/si/si2005/20051541.htm](http://www.opsi.gov.uk/si/si2005/20051541.htm)

### Further guidance

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

This policy was adopted at a meeting of

First Step Playgroup, Somersham

Held on

8<sup>th</sup> November 2016

Date to be reviewed

November 2017

Signed on behalf of the management

Name of signatory

Angie Kelly

Role of signatory

Playgroup Manager

### **3.3 Fire safety and emergency evacuation**