



Pippins Preschool Policies

Section 02: Fire Safety

## 02 Fire safety policy

Alongside associated procedures in 02.01 Fire safety, this policy was adopted by **Pippins Preschool** in September 2022.

**The designated fire marshal is the preschool manager or a 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 drill schedule and evaluation 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)

## 02.01 Fire safety procedure

### Fire safety risk assessment

02.01a 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.
- 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.
- Any faulty electrical equipment is taken out of use and recorded as such or condemned (whichever is necessary).
- Socket inserts are not used.
- 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.
- If matches are used in the kitchen, they are kept in a drawer.
- Switches are turned off at the end of the day, except for the fridge and network connection.
- If Ipads are left on charge they are left in an area clear of other items, and never left on charge over the weekend.

- Appropriate precaution around oxygen tanks where necessary.

### **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.
- A fire evacuation notice is displayed next to the front door, in print large enough to read from a short distance. It says where the assembly point is.
- Fire alarms are in place and tested weekly by landlord. Alarms are interlinked with school site: both Pippins and Icknield evacuate at the same time.
- 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.

**Risk assessment for fire** can be found in the Health and Safety folder and below.

### **Further guidance**

Dynamic Risk Management (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)

<b>Risk Assessment for: <i>Fire</i></b>  Pippins Preschool Lynton Way Sawston Cambridgeshire CB22 3EA	<b>Initial assessment undertaken: 13/01/2020</b> <b>Reviewed: 5 July 2022</b>  Signed: .....  Date: .....
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<b>RISK</b>	<b>WHO IS AT RISK</b>	<b>CONTROL/PREVENTION</b>
<b>RISK ASSESSMENT</b> <b>Fire risk</b>  <i>Items catching fire if left on or near to the heaters</i> <i>Matches used for celebrating children's birthdays</i> <i>Cooker and hob being used during session</i>	Children and staff	<p><b>Checklists are in place at end of session to minimize hazards.</b></p> <p><b>All electrical switches in kitchen turned off, except fridge/freezers.</b></p> <p><b>Office equipment all on surge socket switches, except internet and back-up server.</b></p> <p><b>Computers unplugged and put away over night in locked metal filing cupboard in the office.</b></p> <p><b>Fire alarms are interlinked with Icknield system.</b></p> <p><b>Icknield test fire alarms once a week.</b></p> <p><b>Staff must:</b></p> <p>Be cautious to higher risk hazards and vigilant to hazards e.g. items being left on or near to the heaters, matches for lighting candles for birthdays etc.</p> <p>Ensure checklists are completed at the end of session to ensure the cooker is turned off; electrical switches where equipment is not in use overnight turned off, heaters clear of any objects and turned down to 3 or lower.</p> <p>In event of fire, <b>staff</b> must:</p> <p>Lead children to nearest fire exit in a calm and reassuring manner.</p> <p>First adult out to head count children as they leave building, while others help children to gather on specified areas (playground or grass area dependent on fire exit used).</p> <p>Senior staff to do check of building as per fire procedure</p> <p>Senior member of staff to then call register and visitor sheet, ensuring all are accounted for .</p> <p>Phone Fire Brigade as soon as possible and notify Icknield of fire via phone.</p> <p>On Fire service arrival, everyone to follow advice given by fire brigade.</p>

<b>REVIEW AND REVISION</b>	<b>Date of Review: July 2023</b>
13 January 2020: Risk assessment created based on older information. 5 July 2022: Fire alarms now interlinked with Icknield system.	