



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

We ensure the highest possible standard of fire precautions are in place.

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.

We ensure our policy is in line with the procedures specific to our building, the Benfleet Methodist Church Fire incident plan is attached at the end of the policy

Procedures

Fire safety risk assessment

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
 - 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.
- We rent our 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.

- The Church Property Committee 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.
- The Church Property Committee have all electrical equipment checked annually by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced.
- We ensure sockets are covered.
- Our emergency evacuation procedures are:-
 - Clearly displayed in the premises.
 - Explained to new members of staff, volunteers and parents.
 - Practised regularly, at least twice every half-term.
- Records are kept of fire drills.

Emergency evacuation procedure

- Children will be familiar with the sound of the real fire alarm – this can be used for fire drills, when a church steward is available to operate this. At other fire drills a substantial (manual) fire bell is used.
- Fire exits are sign-posted - visitors are advised of the fire-exit locations.
- Children are led (walking) from the building by all the staff, to the assembly point. The Manager/Deputy will check that all areas are clear.
- The Manager/Deputy will bring the daily register and mobile phone - children and adults will be counted to ensure that everyone is present. Every time we have a fire drill, the children are made fully aware of why this is taking place.
- The children and adults are very quick to evacuate the building during a fire drill.
- In the event of a real fire, we will ensure that the emergency services have been called.
- Parents would be contacted by using the Pre-school mobile phone, which is pre-programmed with the contacts for all children.

Fire drills

We hold fire drills a minimum of twice each half-term and record the following information about each fire drill in the Fire Safety Log Book:

- The date and time of the drill.
- Number of adults and children involved.
- How long it took to evacuate.
- 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

Further guidance

- Benfleet Methodist Church Fire incident Action plan
- Fire Safety Risk Assessment - Educational Premises (HMG 2006)

This policy was adopted by

Wesley Pre-school, Benfleet

On

Date to be reviewed

Signed on behalf of the provider

Name of signatory

Jacqueline Piatto

Role of signatory

Chairperson

BENFLEET METHODIST CHURCH - Fire incident action plan - APRIL 2014

RESPONSIBILITY

It is the responsibility of all users of the premises to make themselves aware of the evacuation routes and assembly points in case of fire. They should also ensure that they do not block, obstruct or interfere with any fire exit so as to impede the movement of any other users from the premises in the case of fire.

IF YOU DISCOVER A FIRE

- ❖ If you discover a fire, immediately raise the alarm, alert other people on the premises and telephone for the Fire Brigade
- ❖ Ensure the occupants of the premises evacuate by the nearest exit routes, leaving personal belongings behind and gather at the Assembly Point (see below)
- ❖ Without any personal risk, try to put out the fire using the nearest suitable fire extinguisher but **fire-fighting must be secondary to personal safety**
- ❖ Do not re-enter the building until the Property Steward or the Fire Brigade gives the all clear
- ❖ Once clear of the premises please notify one of the Property Stewards

IF YOU HEAR THE FIRE ALARM

- ❖ All the fire doors will automatically close throughout the premises.
- ❖ Ensure, as far as possible, that the Fire Brigade has been called
- ❖ Leave the building immediately using the nearest available exit route and close all doors behind you
- ❖ Report at the Assembly Point, either the rear car park if leaving by the back of the premises, or the front car park if leaving from the front.
- ❖ **Walk, don't run**
- ❖ Do not re-enter the building until the Property Steward or the Fire Brigade gives the all clear
- ❖ Disabled people and/or wheelchair users should be assisted down the stairs if this is possible. If not they should remain within the fire protected reception area upstairs and await action by the emergency services
- ❖ **DO NOT USE THE LIFT**