

Woodcote Pre-School Group CIO

Fire safety policy and procedures

2024



This policy and associated procedures were reviewed and updated on 7 June 2024.

This document will be reviewed at least annually and/or following any updates to national and local guidance and procedures.

02 Fire safety policy and procedures

02.0 Fire safety policy

Alongside associated procedures in 02.1 Fire safety, this policy was adopted by Woodcote Pre-School Group CIO on 7 June 2024.

Designated Fire Marshall: Wendy Powell, Pre-School Manager / Woodcote Village Hall 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 Log is completed and regularly updated.
- Necessary equipment is in place to promote fire safety.

02.1 Fire safety

- The fire safety procedures for the building have been produced by the Woodcote Village Hall Management Committee. They are updated by the Woodcote Village Hall Manager and a copy is passed to the Pre-School Manager. The current version is dated 13 December 2018.

Fire safety risk assessment

Form 02.1 Fire safety risk assessment is carried out 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 young children, 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.
- Gas boilers.
- 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:

- The Woodcote Village Hall Manager ensures that:
 - All electrical equipment is checked by a qualified electrician annually.
 - All fire safety equipment is checked annually.
 - Gas boilers and cookers are checked and serviced annually by a Gas Safe registered engineer.
- Any faulty electrical equipment is taken out of use and recorded as such or condemned (whichever is necessary). Where it is equipment owned by the Village Hall, the Village Hall Manager is notified.
- Sockets are covered. This is different to using plug sockets inserts, a socket cover, covers the whole socket, including the switch and is safe to use.
- Water and electrical items do not come into contact; staff do not touch electrical items with wet hands.
- If matches are used in the kitchen, they are kept in a drawer.

Fire Drills

- Fire Drills (to include emergency evacuation procedures and lock down) are held at least termly.
- Whenever a Fire Drill takes place, it is up to the person in charge of the Pre-School to inform other users of the Village Hall, e.g. volunteers, groups etc. that it will be taking place using the fire bells. The users should be advised of the planned time and procedure of the drill.
- The person in charge is to set off one of the fire alarms.
- Staff should evacuate themselves and the children through the nearest and/or safest fire door.
- The person in charge should check the Village Hall Office, Committee Room, Changing Rooms, Volunteers Room, disabled toilets, Pavilion toilets, Main Hall, Youth Centre, Function Room and Function Room toilets, then collect the register and mobile phone and evacuate through the Pavilion Room fire door.
- All staff and children should assemble on the recreation ground, a safe distance away from the building, adjacent to the Pavilion Room fire door.
- The register should then be taken.
- Once this has been satisfactorily completed, all staff and children may return to the building through the Pavilion Room door.
- Drills are recorded, including:
 - date and time 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 Evacuation Procedure:

If the fire alarms sound or a fire is spotted, the fire drill procedure shall be implemented:

- If required, raise the alarm by activating a fire call point in the building.
- The member of staff in charge, must get another member of staff to call the emergency services immediately, giving the full address and postcode of the Pre-School. These details can be found on the cupboard door, next to the telephone.
- If staff are trained in the use of fire extinguishers and feel confident to do so, they should attempt to tackle the fire with an appropriate appliance. Should the fire not be extinguished or get out of control, close the door on it if possible and evacuate the building.
- The person in charge should collect the register and mobile phone and evacuate themselves, the staff and the children through the nearest and/or safest fire door.
- All staff and children should assemble on the recreation ground, a safe distance away from the building, adjacent to the Pavilion Room fire door and await the arrival of the Emergency Services.
- The register should then be taken, and all staff and children accounted for. The person in charge should then notify the emergency services on the scene.
- Staff will then take the children to Woodcote Primary School, where parents/guardians will be informed and asked to collect their child/ren.
- The building should not be re-entered until the Emergency Services have given the 'all clear'.

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.
- Fire evacuation notices are in every room; these are displayed in print large enough to read from a short distance. They say where the assembly point is.
- Fire alarms are in place and tested monthly, and where necessary supplemented with visual warnings. This is recorded.
- Smoke alarms are in place and tested monthly. This is recorded.
- A fire blanket is in place in the kitchen.
- Fire extinguishers are in place and are appropriate.

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

Dynamic Risk Management (Pre-school Learning Alliance 2017)

Fire Safety Risk Assessment: Educational Premises (HMG 2006):

www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises