

4 FIRE SAFETY PROCEDURES

4.1 Fire safety

Fire safety risk assessment

4.1a Fire safety risk assessment is carried out in each area of the setting 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 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.
- As we operate from rented premises, the Fire Risk Assessment is carried out on behalf of Cononley Village Institute by an external approved Fire Safety Officer. A copy of this risk assessment is kept by Stepping Stones.

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).
- 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.
- Gas boilers and cookers are checked and serviced annually by a Gas Safe registered engineer.

Fire Drills

- Fire Drills (to include emergency evacuation procedures and lock down) are held termly.
- Drills are recorded in **4.1b Fire Drill Log**, 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

Emergency evacuation procedure

- Our emergency evacuation procedure includes the following:
 - We regularly test the fire alarm to ensure the children are familiar with the sound of the alarm.
 - All fire exits are clearly marked, and we talk to the children about these exits when we practice our evacuation procedure.
 - On hearing the alarm, all children are taught to stop what they are doing. The most senior member of staff takes control of the situation and directs the children and the other staff members. One member of staff collects the registration iPad and the Nursery Mobile from the kitchen. One member of staff leads the children safely out of the building via the hall or the main entrance, depending on which is safest. We assemble by the side of The Institute, outside Shackleton Ghyll Farm. Once we are safely out of the building, the most senior member of staff takes the register.
 - We keep a record of all parents contact details in our phone and on Blossom. Once we have accounted for all the children, we will then contact their parents.

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 by the Institute Committee.
- Smoke alarms are tested monthly. This is recorded by the Institute Committee.
- 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

Further guidance

Dynamic Risk Management (Pre-school Learning 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