**Fire safety and emergency evacuation**

**Policy statement**

Mighty Oaks Little Acorns ensure the highest possible standard of fire precautions are in place. Our manager and our staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Officer or Fire Safety Consultant. 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, making reasonable adjustments as required.

Our named Fire Marshall is:

Carol Beard

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**Procedures**

*Fire safety risk assessment*

* The basis of fire safety is risk assessment, carried out by a ‘competent person’.
* The manager has received training in fire safety sufficient to be competent to carry out the risk assessment; this will [be written where there are more than five staff and will] follow the Government guidance Fire Safety Risk Assessment - Educational Premises (HMG 2006).
* 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.
* Where we lease the 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.
* We 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.
* We have all electrical equipment checked annually by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced.
* 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 of the servicing of fire safety equipment.
* Children who have a risk assessment in place may also have a PEEP (Personal Emergency and Evacuation Plan)

*Emergency evacuation procedure*

* Children and staff will hear the alarm-children are familiar with the sound of the fire alarm through regular fire drills.
* Fire Exits are clearly marked and each room has an escape route map at point of exit/entry.
* Children are led from the building by the member of staff in charge that day to the assembly point which is in front of the building next to the ornamental raised bed. Once there and accounted for, children, staff and visitors will be taken to the corner of Teddington Road for collection by parents/ to await emergency services.
* Children will be accounted for by the member of staff in charge on that day. Regular fire drills will serve to reinforce this.
* How long it takes to get the children out safely will be recorded and measured by the fire marshall or person in charge.
* Whichever director is on site will call the emergency services, in the event of a real fire. However should either be unavailable it will be as follows: (am -Fatima; pm Asma)
* Toilets are checked by a member of staff.
* Parents will be contacted once outside/ at the assembly point (contact details to be held in the registration file)

*Fire drills*

We hold fire drills termly 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.

**To be read in conjunction with the following policies:**

* **Health and Safety and General Standards,** Safeguarding children/Child protection, young people and vulnerable adults, **Recording and Reporting of Accidents and Incidents.**

**Legal framework**

* Regulatory Reform (Fire Safety) Order 2005

**Further guidance**

* Fire Safety Risk Assessment - Educational Premises **(HMG 2006)**

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| This policy was adopted by | Mighty Oaks Little Acorns LTD | *(name of provider)* |
| On | 25/11/17 | *(date)* |
| Date to be reviewed | October 2018 | *(date)* |
| Signed on behalf of the provider |  | |
| Name of signatory | Gwyneth Keen/Carol Beard | |
| Role of signatory (director) | Directors | |