



Farnsfield Pre-School Policies

Section 2 - Fire Procedures

Policies adopted by Danni Jankiwskyj

MAY 2024

REVIEWED SEPT 2025

I have read and understood the policies in this document. I understand it is within my job role to adhere to these policies at all times, and failure to do so can result in disciplinary action being taken.

Date	Staff member	Date	Staff member

Fire Procedures

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Designated Fire Marshalls are: Danni JankiwskyJ and Amanda Marriott

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.

Legal references

Regulatory Reform (Fire Safety) Order 2005)

Electricity at Work Regulations (1989)

Further guidance

Fire Safety Record (Alliance Publication)

Fire Safety Risk Assessment: Educational Premises

www.communities.gov.uk/publications/fire/firesafetyrisk6

Fire safety

Fire safety risk assessment

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.
- 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:

- 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.
- If matches are used in the kitchen, they are kept in a drawer.
- Oxygen tanks.

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 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.
- 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](#) (Alliance Publication)

[Fire Safety Record](#) (Alliance Publication)

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

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

Fire safety risk assessments

Risk Area Main Play space		Carried out by Danni JankiwsyJ		Date 13/5/24
Fire Hazards:	Who is at risk	Level of risk	Control measure	Review
Sockets	Staff Children visitors	low	Sockets are regularly inspected, any damage is reported immediately to landlords Plugs removed from socket overnight	Review May 25

Electrical equipment - plugs	Staff Children Visitors	Low	Annual PAT testing carried out Any items with damaged plugs are removed immediately	Review May 25
Fairy Lights	Staff Children Visitors	Low	Annual PAT testing carried out If lights become damaged they will be removed	Review May 25

Risk Area Kitchen		Carried out by Danni JankiwskyJ		Date 13/5/24
Fire Hazards:	Who is at risk	Level of risk	Control measure	Review
Sockets	Staff Children visitors	low	Sockets are regularly inspected, any damage is reported immediately to landlords Plugs removed from socket overnight	Review May 25
Electrical equipment - plugs	Staff Children Visitors	Medium	Annual PAT testing carried out Any items with damaged plugs are removed immediately As many things are unplugged overnight as possible	Review May 25
Extension lead behind desk	Staff Children visitors	medium	Extension with circuit breakers is used, individual sockets turned off when not in use	Review May 25
Oven/ Hob	Staff Children Visitors	Medium	Oven and hob are kept turned off when not in use Hob is kept clear Any damaged is reported instantly to landlords	Review May 25

Farnsfield Pre- School Fire evacuation Procedure

- **Staff member 1**- identifies fire, blows the fire whistle continuously, until satisfied all children are out of the building, (check the number of children on the board)- To check if there is anybody in church and tell them to evacuate.
- **Staff member 2**- collects register and grab bag and keys, checks board for number of children. As children exit the building do a head count, shout ALL CLEAR when all children are accounted for. (if little explorers have taken mobile out, if possible, take a staff mobile)
- **Rest of team to gather children**, calmly and direct them outside to the bottom gate. Checking around in all rooms, hiding places and toilets as you go, until staff member 2 shouts ALL CLEAR.
- **Staff member 2** to take the register and once at bottom of the playground.
- Once children are accounted for they are taken through the alley way and to the church, where parents can be called- **Staff member 2 to lead this**
- **Staff member 1** to call and wait for fire brigade

If for any reason you are unable to get grab bag- call Tammi who will be able to call parents

Grab bag contents-

- All children emergency contact details
- Any emergency medications (inhalers/ epi pens)
- First aid kit
- Pre-School mobile phone

To be hung by main door/ taken out if all of group is outside