02 Fire safety procedures

02.1 Fire safety

The setting manager designated responsible person or named fire marshal (if applicable) at Woodborough Village Preschool has access to, or a copy of, the fire safety procedures specific to the building and ensure they align with these procedures. The setting manager/ responsible person makes reasonable adjustments as required to ensure the two documents do not contradict each other.

Fire safety risk assessment

02.1a Fire safety risk assessment form is carried out in each area of the setting by the responsible person, or a named fire marshal, 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.

Fire risk assessments are reviewed at least annually, but sooner if any new or significant risks are identified within the service.

The fire safety risk assessment focuses on the following for each area:

- Electrical plugs, wires, sockets.
- Electrical items.
- Gas boilers.
- Cookers.
- Matches and/or lighters.
- Flammable materials, including furniture, furnishings, paper etc.
- Flammable chemicals (which are also covered in COSHH).
- Means of escape from the building.
- Any other, as identified.

Fire safety precautions include:

- All electrical equipment must undergo Portable Appliance Testing (PAT) by a qualified electrician annually.
- Any faulty electrical equipment is taken out of use and recorded as such or condemned (whichever is necessary).
- Sockets are covered. This is different to using plug sockets inserts, a fitted 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.
- 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 that are used for disabled children are to be kept away from heat sources and naked flames. Oxygen tanks are kept upright, checked regularly for imperfections and turned off when not in use.

Fire Drills

- Fire evacuation drills (to include emergency evacuation procedures and lock down) are held at least termly. Occasionally, fire evacuation drills using alternative routes are practiced ensuring the building can still be evacuated quickly, but safely.
- 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 exit signs showing the green 'running man' signs with an arrow pointing in the direction of the emergency exit, are in place and clearly visible.
- Fire exits by doors are those that show a green light at night.
- Fire exits are never deliberately obstructed
- 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.
- Any emergency and evacuation systems such as emergency lighting is regularly tested and serviced appropriately. This is recorded.
- 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 in the early years (Alliance Publication)

Fire Safety Record (Alliance Publication)

Fire Safety Risk Assessment: Educational Premises (HMG 2006): https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises