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# Policy on health and safety

## Fire safety and emergency evacuation

### Policy Statement

We ensure our premises present not risk of fire by ensuring the highest possible standard of fire precautions. The person in charge and staff are familiar with current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Officer or Fire Safety Consultant.

### Procedures

- The basis of fire safety is risk assessment. These are carried out by a competent person.
- The manager has received training in fire safety sufficient to be competent to carry out risk assessment; this will be written where there is more than five staff. This will follow the guidance as set out in the Fire Safety Risk Assessment – Education Premises document.
- Settings in rented premises will ensure that they have a copy of the fire safety risk assessment that applies to the building and that they contribute to regular reviews.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and firefighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are approved by 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 a month;

- Records are kept of fire drills and the servicing of fire safety equipment.

## **Emergency evacuation procedure**

Every setting is different and the evacuation procedure will be suitable for each setting. It must cover procedures for practicing drills including;

- How children are familiar with the sound of the fire alarm.
- How the children staff and parents know where the fire exits are.
- How the children are led from the building to the assembly point.
- How they will be accounted for and who by.
- How long it takes to get the children out safely.
- Who calls the emergency services and when in the event of a real fire.
- How parents are contacted.

The fire drill record book must contain;

- Date and time of the drill
- How long it took
- How many staff and children, parents were present
- Whether there were any problems that delayed evacuation
- Any further action taken to improve the drill procedure

## **Legal framework**

- Regulatory Reform (Fire Safety) Order 2005  
[www.opsi.gov.uk/si/si2005/2005/1541.htm](http://www.opsi.gov.uk/si/si2005/2005/1541.htm)

**Further guidance**

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

[www.communities.gov.uk/publications/fire/firesafetyrisk6](http://www.communities.gov.uk/publications/fire/firesafetyrisk6)

This policy was adopted

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Date.....

Review

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