



Registered Charity # 1203754

Fire Safety Policy

Designated Fire Marshalls:

- Alex Boyce ((Pre-school Manager)
- Krystina Baramuszcak (Pre-school Deputy Manager)
- Andrew Spencer (Head Teacher on the school site)

Aim

To ensure that the pre-school is a safe environment for children, staff, and visitors by adhering to all statutory fire safety requirements and fulfilling the Early Years Foundation Stage (EYFS) Safeguarding and Welfare Requirements.

Objectives

We implement fire safety measures by:

- Acknowledging our corporate responsibility and duty of care for all who work in and use our provision. Individual employees and service users also have a responsibility for their own safety and that of others.
- Conducting fire safety risk assessments, carried out by a competent person in accordance with the **Regulatory Reform (Fire Safety) Order 2005**.
- Maintaining an up-to-date Fire Log to record fire safety measures and procedures.
- Ensuring all necessary equipment is in place and maintained to promote fire safety.

Fire Safety Precautions

- **Electrical Equipment:**
 - Checked annually by a qualified electrician.
 - Faulty electrical items are immediately taken out of use and recorded or condemned as necessary.
 - Electrical items are kept away from water, and staff do not operate them with wet hands.
- **Fire Safety Equipment:**
 - All fire safety equipment is inspected annually.
 - Gas boilers and cookers are checked and serviced annually by a Gas Safe registered engineer.
 - Matches are stored securely in a high cupboard in the kitchen.

Fire Drills

- Fire drills, including emergency evacuation and lockdown procedures, are conducted **at least once per term**.
- Drill records include:
 - Date of the drill.
 - Staff involved and the number of children present.
 - Time taken to evacuate.
 - Reasons for any delays and measures to address them.



Fire Precautions

- **Fire Exit Signage:**
 - Green "running man" signs clearly indicate fire exits.
 - Fire exit doors are equipped with green lights visible at night.
- **Fire Doors:**
 - Fire doors remain unlocked during normal working hours.
- **Evacuation Notices:**
 - Displayed in every room with clear, large print.
 - Indicate assembly points and emergency contact details.
- **Alarm Systems:**
 - Fire alarms are tested monthly, and results are recorded.
 - Smoke alarms are also tested monthly, with all results recorded.
- **Firefighting Equipment:**
 - A fire blanket is available in the kitchen.
 - Fire extinguishers are present and appropriate for identified hazards.

Emergency Procedures

- All staff are trained in fire safety protocols and emergency evacuation procedures.
- In the event of a fire, the first staff member to witness the incident is responsible for contacting emergency services.

Monitoring and Review

- This Fire Safety Policy is reviewed annually by the Board of Trustees or sooner if significant changes occur.

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)

Legislation and Guidance

This policy adheres to the following legislation:

- Regulatory Reform (Fire Safety) Order 2005
- Electricity at Work Regulations 1989
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999

Acknowledgment

All members of the Houghton and Wyton Pre-school community, including staff, trustees, volunteers, parents, and carers, are required to acknowledge that they have read and understood this policy. By doing so, they agree to adhere to its principles and contribute to a safe and supportive environment for all.