



## **Fire Safety Policy 2021**

Adopted by Little Fishes on 21/10/21

### **Aims**

It is the policy of Little Fishes, as part of the relevant Early Years Foundation Stage Safeguarding and Welfare requirements to ensure that the setting is a suitable, clean and safe place for children to be cared for; that the risk of fire is minimised by undertaking regular risk assessments, having in place suitable fire precaution systems and robust procedures for the evacuation of the setting in case of fire.

### **Policy**

We recognise that we have a corporate responsibility and a duty of care for those who work in and receive a service from the setting. Individual employees and those who use our services also have a responsibility to ensure their own safety as well as that of others especially the children in our care. Risk assessment is the key means to achieve this.

- In the event of a fire, safety and preservation of life will override all other considerations.
- Fire extinguishers should be used only to secure a safe exit not to actively fight a fire.
- Evacuation procedures are regularly tested, timed and reviewed.
- A fire risk assessment is carried out annually by a competent person at St. James' church in accordance with Regulatory Reform (Fire Safety) Order 2005.
- Electrical equipment is PAT tested annually.
- Fire exit emergency lighting is checked annually.
- Gas boilers are serviced annually by a Gas Safe registered engineer.
- All fire extinguishers and fire blanket are tested annually by a competent contractor.
- It is the duty of all staff to make themselves familiar with the agreed evacuation procedures and the position of fire extinguishers.
- Staff should follow good housekeeping practices to eliminate or reduce fire risks by maintaining clear escape routes and removing rubbish.
- The use of small candles on a birthday cake is allowed but must they be extinguished safely and matches stored safely and out of reach of children.

### **Fire Safety Risk Assessment**

The fire risk assessment records the following steps to fire safety as follows (see fire risk assessment form below):

- Identify fire hazards
- Identify people at risk
- Level of risk
- Evaluate, remove, reduce and protect from risk
- Record, plan, inform, instruct and train
- Review

## Fire risk assessment form

Please see St. James' shared fire risk assessment.

### Evacuation Procedure, in the event of a fire.

- Ring large bell to alert everyone that evacuation is necessary.
- Manager / Deputy leads evacuation.
- Leave building through nearest door and assemble along fence near 5 bar gate in Church Lane.
- Manager / Deputy picks up register, fire grab bag (containing high vis jackets) and First Aid kit which includes mobile phone and contact numbers. These are both readily available in the hatch area.
- One member of staff checks toilets, foyer and octagon room.
- Doors and windows to be closed if safe to do so.
- A headcount is done by a designated member of staff.
- Manager / deputy checks names from register, including staff.
- Designated member of staff to telephone emergency services if necessary.
- Leader of any other group on the premises to check their register.
- Return to building only when "All clear" is given.
- If it is unsafe to re-enter building, staff to phone parents / carers to have children collected from the Recreation Ground.
- Staff lead children away from scene and along to the Recreation Ground.
- Children are signed out with manager / deputy as they are collected.

### Escape Routes

1. Via main door in entrance foyer (designated fire exit).
2. Via Fire Door in main room (designated Fire exit)
3. Via glass door in main room, through garden, turning left or right depending where incident is.
4. Via door in glass link to churchyard.

### Legal References

Regulatory Reform (Fire safety) Order 2005

Electricity at Work Regulations 1989

### Further guidance

Fire Safety Record (Early Years Alliance 2019)

Fire Safety Risk Assessment Educational Premises

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

This policy was adopted on: 21/10/21

Review date (12 months): 21/10/22

Name of Manager: Amber Delves

Signature:

