

# Sunbeams Play

## Health and Safety

### 3.4 Fire safety and Flood Emergency Evacuation Procedure

#### Policy statement

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The person in charge and staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Officer, or Fire Safety Consultant.

#### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe		3.3 The learning environment 3.4 The wider context	

#### Fire Procedure

- The basis of fire safety is risk assessment. These are carried out by a 'competent person'.
- The manager/senior has received training in fire safety sufficient to be competent to carry out risk assessment; this will be written where there are more than five staff. This will follow the guidance as set out in the *Fire Safety Risk Assessment – Educational 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 fire-fighting 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 the Fire Safety Officer and are:
  - Clearly displayed in the premises;
  - Explained to new members of staff, volunteers and parents; and
  - Practised regularly
  - Records are kept of fire drills and the servicing of fire safety equipment.

**Emergency evacuation procedure (fire)**

The evacuation procedures must be carried out by staff, and must explain:

- How children are familiar with the sound of the fire alarm.
- How the children staff and parents know where the fire exits are.
- How 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.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

**Emergency flood procedure.**

Sunbeams play will be contacted by the environmental flood agency if a flood is suspected in the Area.

On receiving the call the person in charge will telephone all parents of the children due in that day to inform them that Sunbeams Play will be closed until we get the all clear from the environmental flood agency.

**Legal framework**

- Regulatory Reform (Fire Safety) Order 2005

**Further guidance**

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

This policy was adopted at a meeting of		
Held on	_____	name of setting
Date to be reviewed	_____	(date)
Signed on behalf of the management committee	_____	(date)
Name of signatory	_____	
Role of signatory (e.g. chair/owner)	_____	