

Sunbeams Play

Registered Charity No. 1152188

Health and Safety

32. 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.

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*.
- 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.
- We have a hold-all containing headlamps for each child/young person and staff in case of darkness.
- 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/carers
 - Practiced 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/young people are familiar with the sound of the fire alarm.
- How the children/young people, staff and parents/carers know where the fire exits are.
- How children/young people 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/young people out safely.
- Who calls the emergency services and when in the event of a real fire.
- How parents/carers 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/carers of the children/young people 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 on

20th April 2015

Policy updated

April 2020

Date to be reviewed

April 2021

Signed on behalf of the management committee

Name of Signatory

Role of Signatory

Reviewed By	Date