

# Fire safety procedures

## Fire safety

- At St Chads preschool, the setting manager – **Kath Childs** will have a copy of the fire safety procedures specific to the building and ensure they align with these procedures. The setting manager makes reasonable adjustments as required to ensure the two documents do not contradict each other.

### **Fire safety risk assessment**

A Fire safety risk assessment form is carried out in each area of the setting by a competent person, using the five steps to fire safety risk assessment as follows:

1. Identify fire hazards
  - Sources of ignition.
  - Sources of fuel.
  - Sources of oxygen (including oxygen tanks for disabled children).
2. Identify people at risk
  - People in and around the premises.
  - People especially at risk including very young children, less ambulant disabled children or those using specialised equipment, such as splints, standing frames.
3. Evaluate, remove, reduce and protect from the risk
  - Evaluate the risk of the fire occurring.
  - Evaluate the risk to people from a fire starting on the premises.
  - Remove and reduce the hazards that may cause a fire.
  - Remove and reduce the risks to people from a fire.
4. Record, plan, inform, instruct, train
  - Record significant findings and action taken.
  - Prepare an emergency plan.
  - Inform and instruct relevant people; inform and co-operate with others.
  - Provide training.
5. Review
  - Keep assessment under review and revise when necessary.

The fire safety risk assessment focuses on the following for each area:

- Electrical plugs, wires, sockets.
- Electrical items.
- Gas boilers.
- Cookers.
- Matches.
- Flammable materials, including furniture, furnishings, paper etc.
- Flammable chemicals (which are also covered in COSHH).
- Means of escape.
- Any other, as identified.

### **Fire safety precautions include:**

- All electrical equipment is checked by a qualified electrician annually.
- Any faulty electrical equipment is taken out of use and recorded as such or condemned (whichever is necessary).

- Sockets are covered. This is different to using plug sockets inserts, a socket cover, covers the whole socket, including the switch and is safe to use.
- Water and electrical items do not come into contact; staff do not touch electrical items with wet hands.
- All fire safety equipment is checked annually.
- Gas boilers and cookers are checked and serviced annually by a Gas Safe registered engineer.
- If matches are used in the kitchen, they are kept in a drawer.
- Oxygen tanks.

### **Fire Drills**

- Fire Drills (to include emergency evacuation procedures and lock down) are held at least termly.
- Drills are recorded, including:
  - date of drill
  - staff involved and numbers of children
  - how long it took to evacuate
  - any reason for a delay in achieving the target time and how this will be remedied

### **Fire precautions**

- Fire exit signs are the green 'running man' signs and are in place and clearly visible.
- Fire exits by doors are those that show a green light at night.
- Fire doors are not locked during normal working hours.
- Fire evacuation notices are in every room; these are displayed in print large enough to read from a short distance. They say where the assembly point is.
- Fire alarms are in place and tested monthly, and where necessary supplemented with visual warnings. This is recorded by the church office.
- Smoke alarms are in place and tested monthly. This is recorded by the church office
- A fire blanket is in place in the kitchen (and any other location where there is a cooker).
- Fire extinguishers are in place and are appropriate.

### **Further guidance**

[Dynamic Risk Management](#) (Alliance Publication)

[Fire Safety Record](#) (Alliance Publication)

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

[www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises](http://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises)

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Policies & Procedures for the EYFS 2024/25 (Early Years Alliance 2025)

SAINT CHAD'S CHURCH HALL  
FIRE SAFETY POLICY

**Saint Chad's Church Fire Warden**

The Fire Warden's duties are: -

1. Ensure that an appropriate risk assessment of the premises and activities is carried out annually, identifying hazards and considering who may be at risk
2. Ensure that records are kept in order to show that the risk assessment has been carried out.
3. Ensure that all relevant safety regulations are prominently displayed.
4. Ensure that all emergency procedure notices are prominently displayed.
5. Ensure that all fire fighting equipment is inspected and serviced annually.
6. Provide and keep up to date an inventory of all equipment, type and location.
7. Ensure access to all emergency exits.
8. Ensure access to Fire equipment is not impaired.
9. Ensure that corridors and stairs are kept free from obstruction.
10. Ensure that fire alarms and emergency lighting is checked **regularly** and logged.
11. Ensure that all groups that meet regularly in the premises have appointed a Fire Marshal.
12. Ensure that fire safety training is given to Fire Marshals.

### **Fire Drills**

It is the duty of those in charge of groups that meet in the premises to be aware of fire and emergency procedures. They must know: -

1. Action to be taken if a fire is discovered.
2. What the fire alarm signal is (bell, whistle...)
3. What to do if an alarm is heard.
4. The location of the nearest emergency exits.
5. The location of assembly point.
6. How to call the fire brigade.
7. The roll call procedure.

Fire Drills will be arranged by the leaders of the Pre-school group at 4 monthly intervals and other groups at 6 monthly intervals.

### **The purpose of the fire drill is to: -**

1. Remove everyone from the building(s) as quickly as possible.
2. Ensure that those with disability are adequately provided for.
3. Assemble everyone at a safe location outside the building(s).
4. Check attendance registers.

### **Fire Drill Procedure**

It is the responsibility of the fire marshal to ensure that all leaders of the group are aware of the procedures, and that the procedure is clearly displayed.

The procedure should be:

1. The fire alarm should be set off.
2. Everyone should make their way to the nearest (safest) emergency exit in an orderly fashion. If it is a children's group, then an adult should lead the children.
3. A nominated leader should check the building before being the last to leave.
4. A nominated leader should call the fire brigade.
5. A nominated person should tick the attendance register.

**It would be advisable to nominate specific people for the duties of: -**

1. Being the last person to leave, having checked that the building is empty.
2. Summoning the fire brigade.
3. Directing the evacuees to the safe assembly point.
4. Checking the register to ensure that all are present at the assembly point.

**In the event of a fire:**

1. If a small fire, use the fire extinguishers to put it out.
2. If it cannot be controlled, sound the fire alarm and close windows. If the cooker is being used, switch it off.
3. Ensure that everyone is aware of the fire and that they are making their way outside via emergency exits.
4. Call the fire brigade.
5. Ensure that the building(s) is(are) empty.
6. Check attendance registers at assembly point.

**CALLING THE FIRE BRIGADE 999**