

02 Fire safety policy

Alongside associated procedures in 02.1 Fire safety, this policy was adopted by Moreton Baptist Preschool and is reviewed regularly.

Designated Fire Marshalls are: Wendy Bilby, Jane Elliott

Aim

Our provision is a suitable, clean, and safe place for children to be cared for, where they can grow and learn. We meet all statutory requirements about fire safety and fulfil the criteria for meeting the relevant Early Years Foundation Stage Safeguarding and Welfare Requirements.

Objectives

- We recognise that we have a corporate responsibility and a duty of care for those who work in and receive a service from our provision, but individual employees and service users also have a responsibility to ensure their own safety as well as that of others. Risk assessment is the key means through which this is achieved.
- A fire safety risk assessment is carried out by a competent person in accordance with the Regulatory Reform (Fire Safety) Order 2005.
- A Fire Log is completed and regularly updated.
- Necessary equipment is in place to promote fire safety.

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 <https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises>

02 Fire safety procedures

02.1 Fire safety

- The setting manager has a copy of the fire safety procedures specific to the building and ensures 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

02.1a 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 babies, 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:



PAT testing HSE
guidance.pdf

- All electrical equipment is checked by a qualified electrician as per HSE guidance
- Any faulty electrical equipment is taken out of use and recorded as such or condemned (whichever is necessary).
- Water and electrical items do not come into contact; staff do not touch electrical items with wet hands.
- All fire safety equipment is checked by professionals annually.
- Gas boilers and heaters are checked and serviced annually by a Gas Safe registered engineer.
- No matches / naked flames on premises

Fire Drills

- Fire Drills (to include emergency evacuation procedures and lock down) are held at least termly for staff and at least annually with children.
- 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 (apart from Brierley). Note Preschool not open 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.
- Smoke alarms are in place and tested monthly. This is recorded.
- 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 (Pre-school Learning Alliance 2017)

Fire Safety Record (Early Years Alliance 2019)

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

www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises



Risk Area Preschool Main Room		Carried out by Wendy Clements		Date OCT 2024
Fire Hazards:	Who is at risk	Level of risk	Control measure	Review
Examples: Ignition; fuel; oxygen	People on premises and those most vulnerable	of fire occurring and the risk to people	Remove and reduce hazards that may cause fire; Remove and reduce risks to people	Record, plan, inform, instruct, train and review
2x Gas Heaters with fireguards	All. Under 5s present need adults to guide their behaviour.	Low risk environment.	Heaters serviced annually and cleaned Fireguards kept clear to reduce proximity of fuel Adults rehearse the evacuation procedure regularly and children are used to following their instructions Two exit routes from the room and on hearing the alarm staff will evacuate the children promptly.	Exits kept clear. Regular briefings to maintain awareness of fire safety Daily Safety Checks before start of each day
Potential fuel: craft materials, carpet, toys, furniture, soft furnishings, displays.	All. Under 5s present need adults to guide their behaviour.	Low	Kept away from heaters. Fire retardant fabric. Craft items kept tidy so movement is unhindered.	Daily checks
Toaster electric cooker hot water boiler	All. Under 5s present need adults to guide their behaviour	Low	Keep toaster and cooker clear from potential fuel Switch off cooker and toaster after use and water boiler at end of day.	Kitchen procedure included in induction.



fridge in kitchen (linked by an open hatch)			Regularly Visual checks of plug and wiring before each use & PAT testing as appropriate Possible exit from the room at the other end avoiding the kitchen.	Is a termly agenda item at staff meeting each term.
Fuel: Kitchen chemicals		low	Stored in closed cupboard away from sources of ignition.	Cupboard closed for safety of children.
Walk in toy cupboard Toys could be fuel, stack of staff mobiles possible ignition.	Children at Preschool need support to evacuate	Fire door protects this area	Mobiles are not charged in this area. As the cupboard is locked during session, staff have to open door using turn lock and handle. Staff are fire safety aware and a warm handle would alert.	Consider a new storage for mobiles which complies with safeguarding policy



Risk Area Lounge		Carried out by Wendy Clements		Date SEPT 2024
Fire Hazards: Examples: Ignition; fuel; oxygen	Who is at risk People on premises and those most vulnerable	Level of risk of fire occurring and the risk to people	Control measure Remove and reduce hazards that may cause fire; Remove and reduce risks to people	Review Record, plan, inform, instruct, train and review
Electrical Convection heater and fireguard	All. Under 5s present need adults to guide their behaviour	low	Keep a space around the heater Clean the heater Visual check of heater wiring.	
Vertical blinds	All. Under 5s present need adults to guide their behaviour	low	Flame retardant fabric. No proximity to source of ignition.	
Fire Evacuation	All. Under 5s present need adults to guide their behaviour	low	On hearing the alarm, staff have option of taking the children in two different directions and three exits, responding to location of any identified fire.	Staff briefings and fire drills



Risk Area Corridor		Carried out by Wendy Clements		Date SEPT 24
Fire Hazards:	Who is at risk	Level of risk	Control measure	Review
Examples: Ignition; fuel; oxygen	People on premises and those most vulnerable	of fire occurring and the risk to people	Remove and reduce hazards that may cause fire; Remove and reduce risks to people	Record, plan, inform, instruct, train and review
Gas convector heater	All. Under 5s present need adults to guide their behaviour	Low Although this is one exit route, there are others	Serviced annually Filters cleaned regularly Clear space around	
Fuel: hymn books and literature shelves	All. Under 5s present need adults to guide their behaviour	Low Although this is one exit route, there are others	Well away from potential ignition Kept tidy and minimised	Kept under review by church
Fuel: coats and change bags	All. Under 5s present need adults to guide their behaviour	Although this is one exit route, there are others	Keep area tidy. Coats on pegs , bags on pegs The other possible fire exits offer resilience to escape routes.	Keep under review. Don't allow items to spread around the area.
Fuel :Display boards and notices	All. Under 5s present need adults to guide their behaviour	Low Although this is one exit route, there are others	Keep notice board tidy	Discuss with church Keep under review



Risk Area Copier Room		Carried out by Wendy Clements		Date SEPT 2024
Fire Hazards: Examples: Ignition; fuel; oxygen	Who is at risk People on premises and those most vulnerable	Level of risk of fire occurring and the risk to people	Control measure Remove and reduce hazards that may cause fire; Remove and reduce risks to people	Review Record, plan, inform, instruct, train and review
Copier / printer	All. Under 5s present need adults to guide their behaviour	low	Clear space around electrical devices Visual check of wiring . Testing as appropriate Fire Door	
Oil-filled radiator	All. Under 5s present need adults to guide their behaviour	low	Clear space around device Visual check of wiring. Testing as appropriate Switch off when not in use Fire Door	Keep testing up to date. Keep cupboard tidy.
Paper store	All. Under 5s present need adults to guide their behaviour	low	Keep away from electrical devices Tidily stacked Fire Door	Keep level of paper stored under review
Cleaning fluids and hand gel	All. Under 5s present need adults to guide their behaviour	low	Remove flammable liquids and store away from potential ignition.	



Risk Area Spurgeons		Carried out by Wendy Clements		Date OCT 2024
Fire Hazards: Examples: Ignition; fuel; oxygen	Who is at risk People on premises and those most vulnerable	Level of risk of fire occurring and the risk to people	Control measure Remove and reduce hazards that may cause fire; Remove and reduce risks to people	Review Record, plan, inform, instruct, train and review
Gas heater	All. Under 5s present need adults to guide their behaviour	low	Maintained annually Soft furnishing kept away	
Furnishings Toys and paper	All. Under 5s present need adults to guide their behaviour		Kept tidy, and minimal	
Vertical blinds	All. Under 5s present need adults to guide their behaviour		Fire retardant fabric	
Single exit from room and furthest from any exit to the building	All. Under 5s present need adults to guide their behaviour	low	Clear evacuation procedure – staff know both possible exits	
Under stair space	Anyone using the upper room (not used by Preschool)		Fire door protects the under stair space to preserve means of exit from upstairs	



Risk Area Brierley and café		Carried out by Wendy Clements		Date OCT 2024
Fire Hazards:	Who is at risk	Level of risk	Control measure	Review
Examples: Ignition; fuel; oxygen	People on premises and those most vulnerable	of fire occurring and the risk to people	Remove and reduce hazards that may cause fire; Remove and reduce risks to people	Record, plan, inform, instruct, train and review
2 gas heaters and fireguards	All. Under 5s present need adults to guide their behaviour		Serviced annually Fireguards kept clear Nothing stored near. Fire retardant blinds	Annual servicing records. Daily checks.
Kitchen contains water heater, cookers, toaster and fan Gas boiler Various soft drapes in cupboards	All. Under 5s present need adults to guide their behaviour	Low –	Fire doors enclose the room containing boiler and cookers. Boiler serviced annually by GasSafe engineer. Visual checks for portable electrical equipment, and testing as per HSE guidance.	Maintain regular checks and keep counters clear



Gas meter in toilet Electricity meter in cupboard	All. Under 5s present need adults to guide their behaviour General café area may contain parents and younger siblings. Not more than 28 at a time. Could exit through the café door, or if needed and appropriate via the fire exit.		Ramped access. Door opens inward due to constraint of the ramp. There is a door wedge there or a staff member could be deployed to hold the door open. (This is a familiar door to these parents who attend regularly.)	Maintain records of mains checks
Electrical signs belonging to cafe			Visual checks of plugs and wiring Testing as appropriate.	Discuss securing the draped leads to prevent damage



Risk Area Church		Carried out by Wendy Clements		Date OCT 2024
Fire Hazards: Examples: Ignition; fuel; oxygen	Who is at risk People on premises and those most vulnerable	Level of risk of fire occurring and the risk to people	Control measure Remove and reduce hazards that may cause fire; Remove and reduce risks to people	Review Record, plan, inform, instruct, train and review
Gas meter	Anyone in the building	Low	Nothing nearby to be a source of ignition	Ensure staff are aware of meter location.
Wiring for PA and musical instruments	Anyone in the building	low	Plugs for instruments visually examined before use and suitable checks carried out.	Continue regular checks
3x gas heaters not guarded.	Anyone in the building	mild	Preschool Children are supervised on the occasions they are in this room. They do not get near to the heaters.	Church should review the guard / layout

