02 Fire Safety Policy

Alongside associated procedures in 02.1 Fire safety, this policy was adopted by *The Stacey Pre-School on 01.09.26*

Designated Fire Marshalls are:

- Centre Manager/Pre-School Co-ordinator
- Pre-School Manager
- Pre-School Deputy

Aim

The Stacey Pre-School 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 Risk Assessment: Educational Premises (Gov.uk)

02.1 Fire Safety Procedures

The setting manager or named fire marshal (if applicable) at The Stacey Pre-School has access to, or a copy of, the fire safety procedures specific to the building and ensure they align with these procedures. The setting manager/fire marshal 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, or a named fire marshal, 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:

- 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 four times per year.
- Drills are recorded, including:
  - date of drill
  - all persons involved
  - 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.
- 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.
- The emergency alarm system is serviced and monitored by a third party contractor under direction from our landlord, Portsmouth City Council.

Further guidance

Fire Safety Risk Assessment: Educational Premises (HMG 2006): https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises

02.1a Fire safety risk assessment template form: The Stacey Pre-School

Risk Area	
Carried out by	
Date	
Fire Hazards	
Who is at risk	
Level of risk	
Control measure	
Residual risk after checks	
Verification basis and remaining checks	
Review	