

KLOISTERS KINDERGARTEN

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

FIRE SAFETY

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions are in place. 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. A Fire Safety Log Book is used to record the findings of risk assessment, any actions taken or incidents that have occurred and our fire drills.

The basis of fire safety is risk assessment. These are carried out by an outside agency (competent person).

A non-smoking policy is in force throughout the building and garden areas on the whole of the school premises and a Fire Alarm is in place with break glass points.

Fire doors and extinguishers are provided and clearly marked, never obstructed and easily opened from the inside. These are checked and maintained on an annual basis by an appropriate specialist. There is also a fire blanket provided in the kitchen. Fire Risk checks are conducted Weekly/Monthly or as advised by the Fire Safety Management/Fire Officer as appropriate records kept. The Fire Alarm sounder is checked every week at a different call point to maintain its safety and to check all is in working order.

We ensure that 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 all electrical equipment checked annually by a qualified electrician (PAT). Any faulty electrical equipment is taken out of use and either repaired or replaced.

Our emergency evacuation procedures are approved by the Fire Safety Officer and are:

- . clearly displayed in the premises; (as well as in the lobby for parents/carers and in all of the classrooms)
- . explained to new members of staff, volunteers and parents; and
- . Fire Drills are regularly practiced at least twice every term to familiarise staff and children with the correct action to be taken in the calm and speedy evacuation of the building.
- . records are kept of fire drills and of the servicing of fire safety equipment.

All staff receive Fire Marshall Training every 3 years (expires September 2020) or Fire Training Annually, which includes learning and operating the correct way in which to use the fire extinguishers properly. All staff are instructed in the correct procedures to follow when the Fire Alarm is heard within their induction when they first join the Kindergarten. Fire Drills are regularly practiced approximately once every half term to familiarise staff and children with the correct action to be taken in the calm and speedy evacuation of the building.

SEE Separate Fire Drill Procedures

Policy links – Fire Evacuation Procedure & Class Registers
Safeguarding Policies
Visitors Book& Clockrite Fingerprint System
Risk Assessments Policy & Fire Risk Assessment
Providers Records Policy
Health and Safety Policies
Place of Safety Policy (Greenacre Academy)

Legal Framework - Regulatory Reform (Fire Safety) Order 2005

This policy was amended by	Kloisters Kindergarten	<i>(name of provider)</i>
Reviewed on	Amended 29.11.18	<i>(date)</i>
Date to be reviewed	11/2019	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Mrs N Bromley	
Role of signatory (e.g. chair, director or owner)	Manager	

