



02 Fire safety

02.1 Fire safety procedures

The setting manager or named fire marshal (Maz Norton) 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 setting by managers/named fire marshal, using the five steps to fire safety risk assessment as follows:

1. Identify fire hazards
 - Sources of ignition
 - Sources of fuel
2. Identify people at risk
 - People in and around the premises
 - People especially at risk including 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
- Oil boiler
- Cookers
- Matches
- Flammable materials, including furniture, furnishings, paper etc.
- Flammable chemicals (which are also covered in COSHH)

FIRE SAFETY



- Means of escape
- Any other, as identified

Fire safety precautions include:

- All electrical equipment is checked by a qualified electrician
- Any faulty electrical equipment is taken out of use and recorded as such or condemned (whichever is necessary)
- Sockets are covered
- 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
- Oil boilers are checked and serviced annually by a registered engineer
- If matches are used in the kitchen, they are kept in a drawer

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 evacuation notices displayed; these are displayed in print large enough to read from a short distance. They say where the assembly point is.
- Smoke alarms are in place and tested regularly
- A fire blanket is in place in the kitchen
- Fire extinguishers are in place and are appropriate

Further guidance

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

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