



Wattisham Airfield Childcare Centre

Fire Prevention and Fire Precautions

All employees are responsible for preventing any possible cause of fire and for knowing what action to take in the event of a fire breaking out.

Our aim is to ensure that all persons receive instruction and training appropriate to their responsibilities in the event of any emergency, this includes persons engaged on regular duties outside normal working hours.

All staff/students and trainees are made aware of the settings fire and safety regulations the first time they visit the setting, during the induction period, and periodically thereafter.

Information includes the following:

- Knowing where fire extinguishers, fire alarm points and all fire exits are located.
- Understanding the setting's procedures for evacuating young children swiftly and efficiently.
- Being aware of the documentation needed to ensure a building has been fully evacuated and knowing where this documentation is kept.
- Keeping fire exits free from obstruction and available for use at all times
- Taking part in regular fire drills and emergency evacuation procedures
- Attending any fire training provided

Once the induction has taken place, staff will be given the opportunity to ask questions and will be asked to sign their induction record stating that they fully understand their responsibilities and obligations.

Procedures

- The basis of fire safety is risk assessment. Risk assessments are reviewed termly and maintained by management and staff.
- Fire training is available and delivered yearly by the military located at Wattisham Air base. At present 95% of staff have attended fire safety training including practical use of extinguishers.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and firefighting appliances conform to BSEN standards, are fitted in appropriate high-risk areas of the building and are checked regularly by the local fire service. Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
 - clearly displayed in the premises;
 - explained to new members of staff, volunteers and parents; and
 - Practised regularly at least once every half term.
 - Records are kept of fire drills and the servicing of fire safety equipment, including smoke detectors and alarms.
 - Clare Lockwood is our Fire Safety officer; her role includes that all extinguishers are checked monthly.

Emergency evacuation procedure

The emergency evacuation procedure is practiced regularly to ensure that:

- Children are familiar with the procedure.
- The children and staff know where the fire exits and assembly points are.
- Staff know how to carry out the procedure.
- Children are evacuated safely and quickly.
- Staff know who to call in the event of a real fire, as due to us being in a military building we firstly call the military fire crew 8222 and secondly 999.
- Staff to contact parents with their contacts from the evacuation bag.
- Children's medication is placed in evacuation bag

Evacuation drills take place termly to familiarise staff and test the suitability of the arrangements.

In the event of a bomb alert, gas or chemical leak then in the first instance emergency services are to be contacted on 8222 for the local military fire department or 999.

Managers responsibilities

- Ensure the local fire service conduct regular tests on random fire alarms in the building to ensure all are working.
- Organise a minimum of 2 evacuations a year which are carried out with the local fire department and a written report by the local fire station with the date, time the drill took place and the time taken to evacuate the building. We also carry out termly evacuations within our setting that will take place on different days and time so that all children and staff are aware of the procedure to evacuate the premises in the event of a fire. These are recorded in the settings fire drill log that is situated in the office on the wall.
- In the event of an evacuation practice the manager or second in command will authorise re-entry to the building
- Under no circumstances should any member of staff return to building without the appropriate authorisation.

The fire drill record book contains:

- Number of children and staff involved in the drill
- Date and time of the drill.
- How long it took.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

Evacuation / fire evacuation

- On the sound of the alarm an adult will guide the children to the appropriate exit
- Evacuation cots are used to transport babies out of the building
- The room leader will check toilet areas and collect the evacuation bag, register and any lifesaving medication.
- The children will follow an adult out of the play room whilst an adult counts their departure from the building. Children and adults will make their way to the assemble point near the bin store or welfare in a terrorist attack situation.

- Register will be taken to account for children and staff present
- The adult will explain to the children the reason for the evacuation
- Parents will be contacted (or in the case of a drill be informed)
- If the children cannot return to the play room / setting, a member of staff will inform the welfare office that they need access to the church for the children while they wait for their parents to collect them.

Legal framework:

- Defence Fire Risk Management Organisation
- Regulatory Reform (Fire Safety) Order 2005
- Health & Safety at Work Act 1974
- Health and Safety Regulations 1996
- EYFS Welfare requirements – Suitable premises, environment and equipment

This policy was adopted for

Wattisham Airfield Childcare
Centre

Reviewed and updated by

Held on

Date to be reviewed

Signed on behalf of the management
committee

Name of signatory

Role of signatory (e.g. chair/owner)

Review dates:

Date _____ **signed** _____

Date _____ signed _____

Date _____ signed _____

Date _____ signed _____

Date _____ signed _____