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**Fire safety policy**

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| Policy administration | |
| Version number | 1 |
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| Electronic copies available from | twincle@wincle.cheshire.sch.uk |
| Hard-copies of this plan are available from | Twincle office |
| Date of next review | February 2023 |
| Person responsible for the review | Toni Meakin |

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| --- | --- |
| Date updated | Brief summary of changes |
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## **02** **Fire safety policy**

**Designated Fire Marshalls are: Toni Meakin, Lucy Tanswell**

# 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 [www.communities.gov.uk/publications/fire/firesafetyrisk6](http://www.communities.gov.uk/publications/fire/firesafetyrisk6)

**02.1** **Fire safety**

The setting supervisor has access to, or a copy of, the fire safety procedures specific to the building and ensure they align with these procedures. The setting supervisor makes reasonable adjustments as required to ensure the two documents do not contradict each other.

**Fire safety risk assessment**

*The Twincle building is included in Wincle C of E Primary School’s fire risk assessment which is carried out by an external company. A copy can be found in the Twincle office.*

**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 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 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 weekly. 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](http://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises)