



FIRE SAFETY AND EMERGENCY EVACUATION POLICY

Policy Statement

We ensure the highest possible standard of fire precautions are in place. Kindergarten staff are familiar with the current legal requirements. Where necessary, we will seek the advice of a competent person such as a Fire Officer or Fire Safety Consultant. A Fire Safety Log Book is used to record our fire drills, records of equipment testing, and any actions taken or incidents that have occurred. The Fire Safety Log Book is kept in the Health and Safety folder, while additional information is kept in the Cleaning and Maintenance Folder. We ensure our policy is in line with the procedures specific to our site, making reasonable adjustments where requested.

Due to the nature of our Kindergarten setting, fire is an integral part of the daily routine. We have a purpose built fire pit on site and children are actively encouraged to take part in the fire lighting process. Children are taught about fire safety from their first day at Kindergarten.

Fire Safety Risk Assessment

The basis of fire safety is risk assessment, which should be carried out by a 'competent person'. The Kindergarten Director and Manager have received training in fire safety sufficient to be competent to carry out the risk assessment; this will be written following the government guidance (Fire Safety Risk Assessment – Educational Premises, HMG 2006).

Our fire safety risk assessment focuses on the following for each area of the Kindergarten setting:

- Electrical items.
- Matches and lighters.
- Flammable materials – including furniture, furnishings, paper, wood etc.
- Flammable chemicals.
- Means of escape.
- Anything else identified.

Fire Safety Precautions Taken

Electrical and Battery Powered Equipment

Due to the outdoor nature of the Kindergarten, there is no mains electric supply available. Because of this, no equipment that requires mains electricity can be used on site.

Occasionally, staff may need to carry out site maintenance using equipment such as battery powered tools. Tools will be visually safety checked before use and, where appropriate, equipped with guards and safety switches. Staff will take precautions to ensure that tools do not overheat during use and, when not in use, are placed on a non-combustible surface.

Kindergarten staff carry mobile phones and use cameras on a daily basis. Staff will visually check these appliances before use, ensure they are never left in direct sunlight and report any overheating faults to the Kindergarten Manager.

Chainsaws

Staff trained in chainsaw use may occasionally need to carry out site maintenance. Caution will be taken when transporting fuel containers to the site, and when using the containers to refuel the chainsaw. While the chainsaw is in use, fuel containers will be stored out of direct sunlight and away from other combustible materials. Fuel containers will not be left on the Kindergarten site at any other time.

Staff using the chainsaw are trained in its safe use and maintenance, and are aware of the risk of heat being generated by the chainsaw. Staff will ensure that they adhere to all fire safety precautions while using the chainsaw.

Fire Pit

The permanent fire pit on site is filled with mud and sand, and surrounded by a foot high log barrier. Children are taught fire safety principles from their first day at Kindergarten, and staff regularly enforce the rules. Staff model good practice while around the fire and encourage children to do the same. Children are not permitted to move around inside the log seating circle while the fire is alight.

Log Burner

The log burner in The Lodge is sited on fire resistant board and surrounded by a fire guard. Children are taught fire safety principles from their first day at Kindergarten and staff regularly enforce the rules. Staff model good practice around the log burner and encourage children to do the same. Children are not allowed to open, close or feed the log burner. Flammable items are not stored near the log burner.

Fire Strikers, Matches, Lighters

Children are only permitted to use the fire lighting equipment under adult supervision and in the correct manner. All fire lighting equipment is kept in a storage box in the on-site shed.

Fire Safety Equipment

The fire pit: A red fire bucket filled with sand, a fire blanket and water canisters are kept next to the fire pit

The log burner: A fire extinguisher, carbon monoxide alarm and smoke alarm are situated in The Lodge.

General: A burns first aid kit is kept in the on-site shed.

Risk Assessment

A comprehensive fire safety risk assessment is kept in the Health and Safety Folder on site (see Appendix 1).

Emergency Evacuation

Our emergency evacuation procedures (Appendix 2) are clearly displayed on the premises, are explained to new members of staff, volunteers and parents, and are practised regularly (at least once every term). Records are kept of fire drills and the servicing of fire safety equipment.

Emergency Evacuation Procedure

The emergency evacuation procedure covers the following:

- **Familiarity with the sound of the fire alarm**
 - Children respond regularly to the sound of the 'cow bell' during sessions and can be directed once collected together.
- **Knowing where the 'fire exits' are**
 - All staff and visitors are briefed on how to exit the Kindergarten site.
 - The main Kindergarten paths are clearly marked with yellow ribbons and minor paths throughout the woods are known to staff.
 - The site only has one hard boundary, meaning children and staff can be moved away from immediate danger in any direction, as dictated by staff and the location of the fire.
- **Leading children away from the site and to an assembly point**
 - Children are assembled using the 'cow bell' and then lead in a group by Kindergarten staff towards the assembly point.
- **Accounting for children and staff**
 - Staff will head count the children as they gather together on hearing the 'cow bell' and again at the assembly point.
 - Staff will check children off against the Kindergarten register.
 - The Kindergarten Manager will ensure all staff are accounted for.
 - If any child or member of staff is unaccounted for, at least one adult will stay with the group while another adult looks for and collects the remaining children/member of staff.
- **Time scale of evacuation**
 - From the main base camp to the assembly point is approximately a 3 minute walk for Kindergarten children.
 - From the furthest point of the Kindergarten site to the assembly point is approximately a 5 minute walk for Kindergarten children.
- **Alerting the emergency services**
 - In the event of an uncontrolled fire, the Kindergarten Manager is responsible for calling the emergency services, while other members of staff retain responsibility for the children.

- Alerting parents
 - Parents will be contacted by the Kindergarten Manager once children have been secured and counted.

Fire Drills

We hold fire drills termly and record the following information about each fire drill in the Fire Safety Log Book:

- The date and time of the fire drill.
- The number of adults and children involved.
- How long it took to evacuate.
- Whether there were any problems that delayed evacuation.
- Any further action to be taken to improve the fire drill procedure.

Policy Monitoring and Review

This policy is monitored by the staff and management of Churchwood Kindergarten and will be reviewed annually, or before if necessary.

Date created: 21st April 2019

Created by: Caroline Bennetts

Reviewed by:

Signed:

Date:

Name:

Role:

Review date: 5th May 2020

Reviewed by: Caroline Bennetts

Amended / Updated? Yes

Signature of reviewee:

New review date set: 5th May 2021

APPENDIX 1**FIRE SAFETY RISK ASSESSMENT**

Risk area: Churchwood Kindergarten – whole site	Assessment carried out by: Caroline Bennetts
	Date: 5 th May 2020

Risk identified	Who is at risk	Level of risk	Control measure and persons responsible	Review
FIRE HAZARDS – IGNITION (I), FUEL (F), OXYGEN (O)	<i>People on premises and those most vulnerable</i>	<i>Of hazard occurring and risk to people</i>	<i>Remove and reduce hazards. Remove and reduce risk to people</i>	<i>Record, plan, inform, instruct, train and review</i>
I – Electrical items eg phones, power drill, cameras	All people on the premises and in the vicinity. <u>Especially:</u> * children in unsupervised areas;	Low	Items checked regularly; any malfunction results in items being removed from service. Items stored in shed when not in use.	
I – Campfires (including sparks and embers)	* children or adults with language difficulties / EAL; * employees who work alone and/or in isolated areas; * people who are unfamiliar with the site; * people with disabilities (including hearing, vision or mobility impairments etc); * people who may have other reasons for not being able to leave the site quickly (eg elderly people, parents with babies)	Medium	Permanent fire pits kept filled with mud and sand. Water kept close by. Fire bucket filled with sand and fire blanket kept close by. Non-permanent fire sites dynamically risk assessed and risk assessment / procedures for fire lighting activities are followed. Campfires monitored during wind to ensure embers are not travelling towards fuel sources. In this case the fire is made smaller, extinguished or a barrier is used. Session participants briefed on risk of fires.	

Risk identified	Who is at risk	Level of risk	Control measure and persons responsible	Review
FIRE HAZARDS – IGNITION (I), FUEL (F), OXYGEN (O)	<i>People on premises and those most vulnerable</i>	<i>Of hazard occurring and risk to people</i>	<i>Remove and reduce hazards. Remove and reduce risk to people</i>	<i>Record, plan, inform, instruct, train and review</i>
I – Log burner (including embers and sparks)	<p>All people on the premises and in the vicinity. <u>Especially:</u> * children in unsupervised areas; * children or adults with language difficulties / EAL; * employees who work alone and/or in isolated areas; * people who are unfamiliar with the site; * people with disabilities (including hearing, vision or mobility impairments etc); * people who may have other reasons for not being able to leave the site quickly (eg elderly people, parents with babies)</p>	Medium	Log burner only lit when adult present. Adult stays with lit log burner at all times. Fire extinguisher kept next to log burner. Smoke alarm and carbon monoxide alarm sited in The Lodge to monitor emissions by log burner. Fire resistant board used under and around log burner to protect wooden Lodge building. Fire guard used around log burner to protect users. No flammable materials used or stored near log burner.	
I – Fire strikers		Low	Only used under supervision and in the correct manner, according to the fire lighting activities risk assessment.	
I - Matches		Low	Only used to light birthday candles. Not kept on site.	
I – Gas lighters		Medium	Used only by staff; checked regularly for malfunctions / damage. Stored in fire safety box, away from children.	
I – Sunlight / reflective surfaces / magnifying glasses		Low	Site monitored during prolonged periods of sun. No reflective surfaces are left out in direct sun.	
I - Cigarettes		Low	No smoking on site. Public pathways monitored for people smoking and discarding cigarettes.	

Risk identified	Who is at risk	Level of risk	Control measure and persons responsible	Review
FIRE HAZARDS – IGNITION (I), FUEL (F), OXYGEN (O)	<i>People on premises and those most vulnerable</i>	<i>Of hazard occurring and risk to people</i>	<i>Remove and reduce hazards. Remove and reduce risk to people</i>	<i>Record, plan, inform, instruct, train and review</i>
F – Woodland environment (especially in prolonged dry weather)	All people on the premises and in the vicinity. <u>Especially:</u> * children in unsupervised areas; * children or adults with language difficulties / EAL; * employees who work alone and/or in isolated areas; * people who are unfamiliar with the site; * people with disabilities (including hearing, vision or mobility impairments etc); * people who may have other reasons for not being able to leave the site quickly (eg elderly people, parents with babies)	Medium	Temporary fires limited or prohibited during these times. Main campfires kept small during these periods. Fuel not stored near to campfire at these times.	
F – Log store		Low	Sited away from fires in an area with controlled access. Logs stored at a large size to prevent ignition risk.	
F - Kindling		Low	Sited away from fires in an area with controlled access. Kindling, by nature, is of a smaller size so these measures are taken to ensure it does not become an ignition risk.	
F – Chainsaw fuel		High	Kept off site unless chainsaw is in use for site maintenance. When chainsaw is in use, fuel containers are stored away from direct heat sources.	
F – Paints		Low	Only water based poster paints are kept in the shed on site. These are not considered to be highly flammable but care should still be taken to use poster paints away from fire areas.	

Risk identified	Who is at risk	Level of risk	Control measure and persons responsible	Review
FIRE HAZARDS – IGNITION (I), FUEL (F), OXYGEN (O)	<i>People on premises and those most vulnerable</i>	<i>Of hazard occurring and risk to people</i>	<i>Remove and reduce hazards. Remove and reduce risk to people</i>	<i>Record, plan, inform, instruct, train and review</i>
F – Parachute / Tarpaulins	All people on the premises and in the vicinity. <u>Especially:</u> * children in unsupervised areas; * children or adults with language difficulties / EAL; * employees who work alone and/or in isolated areas; * people who are unfamiliar with the site; * people with disabilities (including hearing, vision or mobility impairments etc); * people who may have other reasons for not being able to leave the site quickly (eg elderly people, parents with babies)	Medium	Parachute over fires is ripstop fire resistant nylon. Tarpaulins, when in use, are suspended a safe distance above flames. When not in use, tarpaulins are not stored next to sources of ignition.	
F – Paper and cardboard		Low	Not used near sources of ignition. Stored in shed.	
F – Wooden shed and toilet shed		Low	Ignition sources kept away and not used in or around these structures.	
F – Cotton wool		Low	Stored in a box in the shed and not left near ignition sources.	
F - Vaseline		Low	Stored in a box in the shed and not left near ignition sources.	
F – Fabric, string and wool craft supplies		Low	Stored in a box in the shed and not left near ignition sources.	
F - Tyres		Low	Not played with or used near fires or ignition sources.	
F – Wooden cable reels		Low	Not played with or used near fires or ignition sources.	

Risk identified	Who is at risk	Level of risk	Control measure and persons responsible	Review
FIRE HAZARDS – IGNITION (I), FUEL (F), OXYGEN (O)	<i>People on premises and those most vulnerable</i>	<i>Of hazard occurring and risk to people</i>	<i>Remove and reduce hazards. Remove and reduce risk to people</i>	<i>Record, plan, inform, instruct, train and review</i>
F – Books and files	All people on the premises and in the vicinity. <u>Especially:</u> * children in unsupervised areas; * children or adults with language difficulties / EAL; * employees who work alone and/or in isolated areas; * people who are unfamiliar with the site; * people with disabilities (including hearing, vision or mobility impairments etc); * people who may have other reasons for not being able to leave the site quickly (eg elderly people, parents with babies)	Low	Stored in boxes in the shed and not left near ignition sources.	
F – Cooking oil		Medium	Stored in a box in the shed and not left near ignition sources.	
F – Clothing and hair		Low	Staff aware of appropriate clothing to wear at work. Session participants involved in fire lighting activities briefed. Long hair tied back near fires.	
F – Dead wood, hedges and fencing		Medium	Fire kept away from these areas.	
O – The outdoor environment		Low	N/A	
O – Windy weather conditions		Low	N/A	

APPENDIX 2

EMERGENCY EVACUATION PROCEDURES

These procedures cover:

Adults, children and all visitors during any emergency that requires them to be evacuated from the Kindergarten site.

For example – an out of control fire, an unwanted or aggressive member of public on site, loose dogs, or a sudden decline in weather conditions.

Emergency Evacuation Procedures

- An adult rings the cow bell loudly and continually.
- Children stop what they are doing and immediately return to base camp.
- Manager carries out a head count.
- Manager picks up 'walk bag' from shed door
 - Bag contains first aid kit and emergency contact details.
- Children are led out of the Kindergarten site via the nearest safe path.
- One adult remains at the front of the group, another at the back of the group.
- Children and adults gather at the designated assembly point.
- Manager and staff carry out another head count.
- Manager rings 999 for the emergency services, if required.
- First aid is administered, if required.
- No one re-enters the Kindergarten site until advised by emergency services, or until it is deemed safe to do so by the Manager.
- Kindergarten owner is contacted to inform of emergency.
- If applicable, parents are contacted to collect their children
 - Phone numbers are stored in the Kindergarten phone and in the emergency pack in the 'walk bag'.

Written by: Caroline Bennetts

Date: 5th May 2020