



## Health and Safety

### 3.4 Fire safety and emergency evacuation

#### Policy Statement

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. 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.

#### Procedures

- The basis of fire safety is risk assessment. These are carried out by a 'competent person'.
- The designated Health & Safety Officer is responsible for the training of the fire safety and is competent to carry out risk assessment; this will be written where there are more than five staff. This will follow the guidance as set out in the *Fire Safety Risk Assessment – Educational Premises* document.
- Settings in rented premises will ensure that they have a copy of the fire safety risk assessment that applies to the building and that they contribute to regular reviews.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- 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.
- 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 term.
- Records are kept of fire drills and the servicing of fire safety equipment.
- Weekly fire checks are carried out and updated necessary paperwork.

#### *Emergency evacuation procedure*

The procedures cover drills including:

- How children are familiar with the sound of the fire alarm.
- How the children staff and parents know where the fire exits are.
- How children are led from the building to the assembly point.
- How they will be accounted for and who by.



- How long it takes to get the children out safely.
- Who calls the emergency services and when in the event of a real fire.

The fire drill record book must contain:

- Date and time of the drill
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

#### *Fire Safety*

- All staff have a duty to check any electrical apparatus before use and to report any problems to the Administrator.
- Children are not allowed to plug in any electrical apparatus.
- The use of trailing leads and extension leads must be avoided where possible, to minimise the additional hazard that they represent.
- All staff and volunteers know the procedure to follow in the event of a fire.
- We will notify our staff of any significant changes to our policy or procedure.

#### **Legal framework**

- Regulatory Reform (Fire Safety) Order 2005  
[www.opsi.gov.uk/si/si2005/20051541.htm](http://www.opsi.gov.uk/si/si2005/20051541.htm)

#### **Further guidance**

- *Fire Safety Risk Assessment - Educational Premises* ( HMG 2006)  
[www.communities.gov.uk/publications/fire/firesafetyrisk6](http://www.communities.gov.uk/publications/fire/firesafetyrisk6)

This Policy was adopted by The Bumblebee Children's Charity and will be reviewed yearly.

Date	24.01.24
Name of signatory	Lindsay Warne
Role of signatory	Charity Administrator
Signed on behalf of the Trustees	