

King's Stanley



Playgroup

Kings Stanley Play Group

Health and Safety - Fire safety and emergency evacuation Policy

**Title: Health and Safety - Fire safety and emergency
evacuation**

Person(s) who created policy: Vicki Richardson KSPG Manager

Date created/reviewed: July 2023

Review Frequency: Biennial

Date for next review: May 2025



Policy Statement

Kings Stanley Play Group ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The manager 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 manager and deputy have received training in fire safety sufficient to be 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 firefighting 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 six weeks.
- Records are kept of fire drills and the servicing of fire safety equipment.

Emergency evacuation procedure

Kings Stanley Play Group evacuation procedure covers procedures for practice drills including:

- How children are familiar with the sound of the fire alarm and/or whistle.
- 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.
- How parents are contacted.

The fire drill record book must contain:

- 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.

Legal framework

Regulatory Reform (Fire Safety) Order 2005

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

Emergency Plan

Kings Stanley Play Group



The aim of this emergency plan is to describe how we will respond to an emergency to save lives and minimise the risk of injury to members of the community in the event of a potential or actual life-threatening emergency.

The objectives of the settings emergency plan are:

- to describe the setting layout in detail
- to identify key personnel and critical contact details
- to identify possible hazards and identify appropriate strategies for managing the response
- to identify possible triggers for the implementation of the plan



<ul style="list-style-type: none"> • to identify training needs • to identify a planned audit and review process. 			
Person responsible for updating this plan:		Vicki Richardson – Play Leader Manager Vicky Davis – Deputy Manager	
Critical Contact information:		Manager - Vicki Richardson Deputy – Vicky Davis Chair of Committee – Fraya Nicholls	
<u>Plan Activation</u> The plan will be activated under the following circumstances.		<ul style="list-style-type: none"> • On activation of the fire alarm • On being informed of a bomb threat • On being informed of an external threat • On being informed of an intruder within the setting • On being informed of a sudden illness in the setting • If on school site - on receipt of information that the head teacher considers their plan to be activated 	
Date	July 2023	Date of next review:	May 2025



Number of staff employed	7	Maximum number of children per session	28
Are accurate names, addresses, and telephone numbers held for staff, committee, volunteers and children?	Yes	Contact details last updated:	July 2023
Who is responsible for updating the contact details?	Vicki Richardson		
How will Parents be kept informed of setting closures and re-openings?	News letters Itinerary's Web site Email / telephone		
Who holds copies of the Emergency Plan?	Kings Stanley Play Group		
Are contact details for outside agencies including the LA current and readily available?	GCC Early Years – 01452 425959 OFSTED - 0300 1231231 Children's Social Services - 01452 426 565		
What are the pre-planned arrangements for the following:			
Evacuation routes:	Main exit route – through back door, onto Muga. Through front door onto stone circle by Village Hall		



Assembly points:	Muga / stone circle
Disabled evacuation routes:	As above
Loss of Communications:	Mobile phone
Deliberate act of violence:	Ensure the children and staff are safe – contact Chair of Committee and Police
Bomb threat or act of terrorism:	Ensure the children and staff are safe – contact Chair of Committee and Police
What are the pre-planned arrangements for the following Severe Weather events:	
Flooding:	Alerts from Gloucestershire County Council KSPG closure will be displayed on GCC website and reported on local radio.
Heat wave:	Keep Children in a shaded area, ensure plenty of fluids available, ensure airflow within the building, and cover windows to prevent direct sunlight. KSPG closure will be displayed on GCC website and reported on local radio.
Snow:	Ensure safe pathway to building, salt areas. KSPG closure will be displayed on GCC website and reported on local radio.



H&S - Fire safety risk assessment template

<u>Risk area:</u>		<u>Carried out by</u>		<u>Date:</u>	
<u>Fire hazards:</u> <u>Ignition</u> <u>Fuel</u> <u>Oxygen</u>	<u>Who is at risk:</u> <u>People on premises and those most vulnerable</u>	<u>Level of risk:</u> <u>Of fire occurring and the risk to people</u>	<u>Control measure:</u> <u>Remove and reduce hazards that may cause fire. Remove and reduce risks to people.</u>		<u>Review:</u> <u>record,</u> <u>plan,</u> <u>inform,</u> <u>instruct,</u> <u>train and</u> <u>review</u>

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