02 Fire safety procedure

**02.1** **Fire safety risk assessment**

Fire safety risk assessment form is carried out in each area of the setting by a competent person using the five steps to fire safety risk assessment as follows:

1. Identify fire hazards
* Sources of ignition.
* Sources of fuel.
* Sources of oxygen (including oxygen tanks for disabled children).
1. Identify people at risk
* People in and around the premises.
* People especially at risk including very young babies, less ambulant disabled children or those using specialised equipment, such as splints, standing frames.
1. Evaluate, remove, reduce and protect from the risk
* Evaluate the risk of the fire occurring.
* Evaluate the risk to people from a fire starting on the premises.
* Remove and reduce the hazards that may cause a fire.
* Remove and reduce the risks to people from a fire.
1. Record, plan, inform, instruct, train
* Record significant findings and action taken.
* Prepare an emergency plan.
* Inform and instruct relevant people; inform and co-operate with others.
* Provide training.
1. Review
* Keep assessment under review and revise when necessary.

The fire safety risk assessment focuses on the following for each area:

* Electrical plugs, wires, sockets.
* Electrical items..
* Flammable materials, including furniture, furnishings, paper etc.
* Flammable chemicals (which are also covered in COSHH).
* Means of escape.
* Any other, as identified.

**Fire safety precautions include:**

* All electrical equipment is checked by a qualified electrician.
* Any faulty electrical equipment is taken out of use and recorded as such or condemned (whichever is necessary).
* 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.
* If matches or lighters are used in the kitchen, they are kept in a drawer.

# 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 doors are not locked during normal working hours.
* Fire evacuation notices are in main rooms; these are displayed in print large enough to read from a short distance. They say where the assembly point is.
* Smoke alarms are in place and tested monthly. This is recorded.
* Fire extinguishers are in place and are appropriate.