



SIMPLY PENDOYLAN

FIRE PROCEDURE & RISK ASSESSMENT

Identified Hazards & Control Measures

Electrical Equipment

Hazard:

Use of electrical appliances and access to sockets

Control Measures:

- Children are supervised at all times and prevented from accessing electrical equipment and sockets
- All appliances, plugs, and leads are regularly checked and maintained in a safe condition
- Sockets and equipment are kept unobstructed to prevent overheating

Storage of Flammable Materials (Paper & Paint Cupboard)

Hazard:

Storage of flammable materials

Control Measures:

- Cupboard remains locked when not in use
- Access restricted to authorised staff only
- Materials stored in an organised and safe manner

Kitchen Area

Hazard:

Hot surfaces, electrical appliances, and hazardous substances (e.g. cleaning materials)

Control Measures:

- Children are not permitted to enter the kitchen area
- Hazardous substances are stored securely and in line with COSHH guidance
- Kitchen access is restricted to staff

Fire Emergency Procedure

In the event of a fire during childcare provision:

1. Raising the Alarm

- Any member of staff discovering a fire must immediately raise the alarm
- Emergency services must be contacted by dialling **999** without delay

2. Evacuation Procedure

- Staff will direct all children to the nearest safe fire exit
- Children will be evacuated calmly and promptly under staff supervision
- No attempt should be made to collect personal belongings

3. Assembly Point

- All children and staff will assemble at the designated assembly point (car park, as practised)
- Children will be kept together and supervised at all times, at a safe distance from the building

4. Roles & Responsibilities

- The designated Playleader will collect the daily register and, where safe, the first aid kit
- Staff will carry out a headcount immediately upon reaching the assembly point
- The last staff member leaving will check all areas (hall, toilets, kitchen, storage areas) are clear, **only if safe to do so**

5. Accountability & First Aid

- The register will be checked to ensure all children and staff are accounted for
- First aid will be administered if required by a qualified member of staff

6. Re-entry to Premises

- No person will re-enter the building until authorised by the emergency services

7. Recording & Reporting

- The incident will be recorded in line with setting policies
- CIW and other relevant bodies will be notified where required
- Parents/carers will be informed as appropriate