

## **Fire Safety and Emergency Evacuation Policy**

**Links to Every Child Matters: Staying Safe**

**Links to Early Years Foundation Stage: Safeguarding and Welfare Requirements: Safety and Suitability of premises, environment and equipment: Risk Assessment 3:63**

### **Policy statement**

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The building manager and the nursery manager are familiar with the current legal requirements. Where necessary we will seek the advice of a competent person, such as our Fire Officer or Fire Safety Consultant. A Fire Safety Log Book is used to record the findings of risk assessment, any actions taken or incidents that have occurred and our fire drills.

### **Fire safety**

**The Nursery understands the importance of vigilance to fire safety hazards. The Nursery has an up to date fire certificate and notices explaining the fire procedures are positioned next to every fire exit.**

All staff are aware of the location of all fire extinguishers, fire exits, break glass points, the fire assembly point and where fire safety equipment is stored. Particular attention is paid to distinguishing between the various types of fire extinguisher and their methods of operation (refer to website [www.hse.gov.uk](http://www.hse.gov.uk)). There are fire notices on all doors in the building.

Children will be made aware of the fire safety procedures by practicing our evacuation procedures on a regular basis. All children will be made aware of the location of fire exits and the fire assembly point.

Fire doors and fire exits are clearly marked, are not obstructed at any time, and are easily opened from the inside.

Fire exits are kept closed at all times and can be locked but are easily unlocked via a thumb turn. Fire extinguishers and fire alarm systems are regularly tested in accordance with manufacturer's guidance.

The Building Manager is the designated Fire Safety Officer who will be responsible for arranging fire drills and tests. Fire drills will take place periodically and staff may or may not be informed when these will occur.

All fire drills, fire incidents and equipment checks will be recorded in the Fire Safety folder.

### **Fire Prevention**

The Nursery will take all steps possible to prevent fires occurring. As such, the Nursery Manager and the staff team are responsible for:

- Ensuring that there are sufficient power points and these are not overloaded with adaptors.
- Ensuring that the Nursery's Smoking Alcohol and Drugs policy is always observed.

- Checking for frayed or trailing wires.
- Checking that fuses are replaced safely.
- Unplugging all equipment before leaving the premises.
- Storing any potentially flammable materials safely.
- ensure all electrical items are PAT tested annually and hard wiring is tested every 5 years

The Nursery Manager will explain fire safety procedures to new staff, students and volunteers as part of the induction process.

## **Procedures**

### **Fire safety risk assessment**

A Fire Risk Assessment will be carried out annually and regular maintenance checks will be carried out as identified in the risk assessment and recorded in the Fire Safety folder

The nursery manager and many of the nursery team have received training in fire safety sufficient to be competent to carry out the risk assessment; this will follow 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 setting:

- Electrical plugs, wires and sockets.
- Electrical items.
- Gas boilers.
- Cookers.
- Matches.
- Flammable materials – including furniture, furnishings, paper etc.
- Flammable chemicals.
- Means of escape.
- Anything else identified.

A fire risk assessment has been carried out of our nursery.

It includes;

- Identify fire hazards
- Identify location and persons who are at significant risk,
- Reduce the risks, evaluate the risks and determine if the existing arrangements are adequate or need improving,
- Record significant findings if you have more than five employees
- Monitor and review on a regular basis.

We will also provide the;

- Means for detecting and giving warning in cases of fire
- Means of escape and emergency lighting
- Fire safety signs
- Firefighting equipment

The nursery's premises are rented, and we will ensure that we have a copy of the fire safety risk assessment that applies to the building and that we contribute to regular reviews.

### **Fire Drills**

The nursery holds fire drills on a regular basis and record the following information about each fire drill in the Fire Safety Log Book:

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

### **Fire safety precautions taken**

- The nursery will ensure that fire doors are clearly marked, never obstructed and easily opened from the inside.
- We ensure that smoke detectors/alarms and firefighting appliances conform to BS EN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- We have all electrical equipment checked annually by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced.
- We ensure sockets are covered and our emergency evacuation procedures are approved by the Fire Safety Officer and are:
  - clearly displayed in the premises;
  - explained to new members of staff, students, volunteers and parents; and practised regularly.
- Records are kept of fire drills and of the servicing of fire safety equipment.

### **Fire extinguishers in the nursery are located:**

- |                                    |                                 |
|------------------------------------|---------------------------------|
| 1. Eating area                     | Water - 9 litre                 |
| 2. End of corridor (baby room end) | Water - 9 litre                 |
| 3. Kitchen                         | Fire blanket and dry powder 2kg |

These are checked annually and the certificates can be found in the Health and Safety folder.

- There is a fire alarm for the whole property. The testing of this is the responsibility of the office staff on the first floor.
- Staff to be given fire procedures on first day of employment

### **In the event of a fire**

A member of staff will raise the alarm immediately and the emergency services will be called at the earliest possible opportunity.

All children will immediately be escorted out of the building and to the assembly point using the nearest marked exit. No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.

The entire premises will be checked by the Senior Nursery Manager, visitor's book and mobile phone (with contacts installed) will be collected, providing that this does not put anyone at risk. On exiting the building, the Senior Nursery Manager will close all accessible doors and windows to prevent the spread of fire, providing this does not put themselves or others at risk.

The register will be taken and all children, visitors and staff accounted for. If any person is missing from the register, the emergency services will be informed immediately.

Fire log books will be updated periodically.

Ofsted will be notified about any significant changes or events (Ofsted telephone number 0300 123 1231).

## Evacuation Procedure

In the event of a fire or other emergency situation occurring, a member of staff will activate the fire alarm to alert everyone and gain their attention.

The evacuation procedure to follow is:

A member of staff will telephone the emergency services on 999 and give appropriate details.

### Fire Exits are located at either end of the nursery

1. Down the main staircase, cross the road and congregate over the road on the large bit of pavement at the back of Sainsburys.
2. Through fire exit door in the craft area, into the student development next door following the emergency fire exit signs down the stairs to the ground floor and out onto the street. Walk along the road and cross over at the crossing, congregating at the back of Sainsburys.

### How children will be accounted for and who by.

The nursery manager is the last one to leave the nursery and will check all of the rooms as she leaves closing the doors behind her. A register will be taken by the room leader to account for all of the children and the manager will take the staff, student, and visitor register.

### Who calls the emergency services, and when, in the event of a real fire.

In the absence of the building manager, the nursery manager or member of the senior management team will contact the emergency services.

### Should the children have to be evacuated from the premises and unable to return?

The children will be taken to the local Salvation Army hall where parents will be contacted immediately, informed of the situation and asked to collect their children as soon as possible.

### How parents are contacted.

A copy of all of the parent's contact details are kept in the room register and a copy is taken down by the nursery manager in the event that we are unable to return to the nursery, the nursery manager or member of the senior staff team will take responsibility for this.

For fire drills, the children will exit the nursery using the main staircase and gather in the downstairs reception area as we believe that crossing the road unnecessarily risks an accident.

## Legal framework

- Regulatory Reform (Fire Safety) Order 2005

## Further guidance

- Fire Safety Risk Assessment - Educational Premises (HMG 2006)

This policy was adopted by	Small World Nursery
On	6 <sup>th</sup> August 2019
Date to be reviewed	August 2020
Signed on behalf of the provider	
Name and role of signatory	Melanie Whitley (Nursery Manager)