

## 8.5 Fire safety and emergency evacuation

### Policy statement

We ensure the highest possible standard of fire precautions are in place. The person in charge and our 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. 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.

### Procedures

#### Fire safety risk assessment

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- The manager has received training in fire safety sufficient to be competent to carry out the risk assessment; this will be written where there are more than five staff and 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.
- Where we rent premises, 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 safety precautions taken

- We ensure that fire doors are clearly marked, never obstructed and easily opened from the inside.
- We ensure that smoke detectors/alarms and fire fighting 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 ensure Fire Evacuation notices are displayed at key points throughout the setting.
- 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. 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 of the servicing of fire safety equipment.

### **Emergency evacuation procedure:**

#### Introduction:

- Our evacuation signal is a continuous ringing of the Fire alarm.
- A member of staff uses the nearest 'call point' to raise the alarm immediately and a designated member of staff will contact emergency services.
- Our Manager or senior staff member is responsible for collecting the nursery mobile and tablet, contact details (backed on online data) and visitors book.
- The Setting Assembly Point is situated at the opposite end of the car-park next to the poly tunnel.
- A nominated person from each room is responsible for collecting each class register. (backed on online data) and to close each door behind them once they are certain children have safely evacuated the room.
- New members of staff are given a thorough introduction regarding fire safety, the evacuation procedure and are made aware of all 'call point' locations.

#### Evacuating from first floor:

- The children are immediately escorted out of the building, calmly and safely, to the assembly point.
- The Dandelion class use the fire door and stair case that leads to the front of building, with one member of staff in front of the children, helping as they make their way down the stairs and towards assembly point. (staff encourage children to go down the stairs on their bottoms if needed).
- The Daffodil class use the front access and entrance ramp (for this age it is easier for them to independently use a ramp rather than stairs). One member of staff remains in front of the group helping as they make their way down the ramp and towards assembly point.
- There is a secondary means of escape through the double doors of both the Daffodil and Dandelion classes, leading to the garden ramp and small garden, staff and children should make their way down the ramp and through the side gate towards the assembly point.

#### Evacuating from second floor:

- The Daisy class will evacuate using the main stair case and front entrance ramp.
- Our Deputy Manager is nominated to join part of a chain made by the Daisy Class staff, down the staircase to ensure staff are not going up and down stair case, the senior member of staff remains in the room until all babies are downstairs.
- Staff at the bottom of stairs place babies into the evacuation trolley that is stored in Reception area and safely escort them down the ramp and to the assembly point.
- If any one is using the staff room at time of evacuation they are nominated to help evacuate the Daisy class and then safely make their way to the assembly point via the main stairs and entrance ramp.

#### Evacuating from the garden or Animal barns or Club House:

- Children in the garden, Animal Barn or Club House should be gathered into small groups and will evacuate using the side gate or through animal barns and to the assembly point.
- A nominated member of staff of staff will remain in the garden until all children have been evacuated and they will then CHECK the animal barns and Club house.
- Once they have checked they make their way to the assembly point via the side gate.

#### After Evacuation:

- All registers, signing in/out sheets and visitors book will be checked to ensure everyone is accounted for.
- No-body will re-enter the building unless the fire brigade advises that it is safe to do so.
- If the nursery is unable to accommodate the children after the event of an evacuation we walk children to a community centre, where the children's parents are contacted and can collect their children safely.

#### Personal Emergency Evacuation Plan

- Where a child, staff member or regular visitors have a disability, an Emergency Evacuation Assessment form would be completed to decide whether they require additional support during an evacuation and a Personal Emergency Evacuation Plan would be put in place. The plan will be a joint effort between either student, parent/carer and Manager or Staff member and Manager and will be tailored to their individual needs and will give detailed information on their movements during an escape.

## Fire drills

We hold fire drills every 6 weeks 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.

## Legal framework

- Regulatory Reform (Fire Safety) Order 2005

## Further guidance

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

This policy was adopted by

On

Date to be reviewed

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director or owner)

---

---

---

---

---

---

---

## Other useful Pre-school Learning Alliance publications

- Fire Safety Record (2015)