

4.5. 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 registered Fire Safety Consultant. A Fire Safety Log Form is used to record the findings of risk assessment, any actions taken or incidents that have occurred and our fire drills. We ensure our policy is in line with the procedures specific to our building, making reasonable adjustments as required.

Procedures

Fire safety risk assessment

- The basis of fire safety is risk assessment, carried out by a registered Fire Safety Consultant.
- The manager has received training in fire safety sufficient to be competent to carry out the risk assessment; however, a registered Fire Safety Consultant carries out checks and assessments annually. These 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.

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 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.
- At the end of a nursery day all staff is required to switch off all electrical appliances (apart from fridges) and close all doors and windows in each room.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
 - clearly displayed in the premises;
 - explained to new members of staff, and parents; and
 - practised regularly, at least once every two months.
 - Records are kept of fire drills and of the servicing of fire safety equipment.

Fire drills

The Manager is responsible for arranging and performing the Fire Drills. We hold fire drills every two months or if we have a new member of staff, we will do one as part of their induction. Alarms are checked once a week as part of the risk checks by staff. All information is recorded signed and dated. If the fire alarm fails to go off to warn of a fire, a backup plan of a verbal warning or whistle will be given to warn the setting of the fire. Records are kept of fire drills and the servicing of fire safety equipment in our Fire Safety folder. The Fire Drill Log Form includes the following:

- 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.

Emergency evacuation procedure

A comprehensive fire emergency plan and evacuation procedure is given to all members of staff and parent/carers and a copy is available at the front door. All staff, visitors, parents/carers are made aware of the location of fire doors and fire exits, and means of escape from the nursery, the location of the nearest fire extinguisher and fire alarm call points, and instructions for their use.

In the event of fire:

- On discovering a fire/ or the fire alarm sounding, staff and all visitors will evacuate the building from the nearest fire door:
 - Staff will only tackle small fires using the appropriate fire appliances and where there is no risk to them or the children.
 - The Manager or one of the Senior Staff, will telephone the fire brigade if necessary.
 - On evacuating the building staff will act calmly and quietly to avoid alarming/ scaring the children. Staff will take care on the stairs, and not rush the children which may result in accidents. Staff will provide reassurance and will not use the lift (if any).
 - The Senior Staff in charge of each room must take the daily register with them to ensure that all the children are together in the safe point.
 - Staff and children will not enter the building until informed it is safe to do so by the Manager, Senior Staff or Fire Brigade.
 - Once all the staff and children have vacated the building, staff will check by the daily register if all children are present
 - Any structural changes to the premises, indoor or outdoor, will be reported to Ofsted.

Evacuation and Assembly Point

All Children, babies' student and visitors will be led from the nursery via fire exit doors which are located in the main room and the garden, to the assembly point. ***This will be different for each branch and will be stated in the individual branch's Fire safety and Emergency Evacuation policy.*** Where necessary prams will be used to evacuate babies in an emergency. The room staff will call the registers to make sure all children, staff and visitors are accounted for.

Children's Details

Folders containing original copies of the children's records (contact information) is taken out by the manager, who will contact parents/carers in the event of a real emergency. The visitor's book will also be collected.

Emergency Fire Drill Kit

An emergency bag will be taken out on fire drills, this will also include mobile and telephone numbers of children, staff and visitor's and first aid kit.

Fire Extinguishers/Blankets

Fire extinguishers are situated inside the main room, baby room and kitchen there is also a fire blanket in the kitchen. These are checked annually by the fire officer and certificates are recorded, staff are also given training on how to use the appropriate extinguisher.