

Fire safety and emergency evacuation Policy and Procedure

Policy Statement

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The person in charge and staff are familiar with the current legal requirements.

Procedures

- The basis of fire safety is risk assessment. These are carried out by Emma Taylor (Nursery Manager) and Kerry Allen (Health and Safety officer).
- Emma Taylor & Kerry Allen will carry out a risk assessment.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards.
- 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 the servicing of fire safety equipment.

Fire Evacuation point for the Nursery is the back of the Woodland Car-park.

If the Nursery are facilitating Manic Monsters then the Evacuation point is the rear left-hand corner of the Manic Monsters Car-park

Fire evacuation process

Once the fire alarm is sounded it is the Mangers responsibility to call the fire services and escort them to the alarm panel.

Staff are to be calm around the children and explain to them what they need to do.

Baby room

Non walkers

The fire exit in the baby room is the entrance door, if this door is blocked by the fire or you are not able to exit through it, staff should lead the children through the nearest available exit. One of the key workers will go to the sleep room and get the evacuation cot. Before leaving the room all staff are to ensure that all children are accounted for, Room Leader/Acting Room Leader is to be last out after completing a final sweep of the room and must ensure the daily register is evacuated from the building with the children.

Walkers

Children who are able to walk can walk to their nearest exit with a member of staff.

Toddler/Kindergarten Room

The fire exit for this room is the entrance door, if this door is blocked by the fire or you are not able to exit through it, staff should send the children through the nearest available exit. Toddler room are to attempt Nursery exit door before attempting to exit blue Manic Monsters door. Room Leader/Acting Room Leader to ensure that the room is empty before exiting ensuring they have the register with them.

Preschool room

The fire exit for this room is the entrance door, if this door is blocked by the fire or you are not able to exit through it, staff should send the children through the nearest available exit. Room Leader/Acting Room Leader to ensure that the room is empty before exiting ensuring they have the register with them.

Fire warden is to ensure that the disabled toilet and the children's toilets are empty before exiting the building.

It is important to remember that a member of staff is positioned at the front and middle of the children with the Room Leader/Acting Room Leader at the back after completing a final sweep of the room and collecting register.

Duties of Emma Taylor (Nursery manager) Kerry Allen (Deputy Manager/ Health & Safety Officer):

The Manager/ Deputy Manager is the control panel warden. They will firstly check the control panel and unlock the office door for the fire crew. The Manager/Deputy Manager will then liaise with Manic Monsters Manager to call the Fire Brigade if necessary.

- Collect the staff register, Fire Wardens Jacket, Children's emergency contact details, evacuation bag and mobile phone.
- Help staff to escort the children to the fire point.
- Take the register for the staff and children or delegate another member of staff to take one of the registers.
- Ensure all staff and children assemble safely while waiting for the fire brigade to arrive and assess the situation.

If the Deputy Manager is acting Manager for the day, then they will perform the Managers role.

The fire drill record book must contain:

- Date and time of the drill.
- How long it took.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.
- State whether it was a practice

Emergency Fire Evacuation Kit Bag – To be kept within reach of the fire exit:-

- 4 Blankets
- Steri- bottles
- Cartons of all relevant formula milk
- Disposable bibs
- Breadsticks
- Rusks
- Disposable cups
- Bottled water
- Nappy mat
- Selection of nappies
- Baby wipes
- Anti-septic wipes
- A torch
- Selection of books and toys
- Sun cream

Please check, replace or replenish items within the Fire Evacuation Kit Bags regularly

Legal framework

- Regulatory Reform (Fire Safety) Order 2005
www.opsi.gov.uk/si/si2005/20051541.htm

*This policy was revised at a meeting on 20th April 2015. Emma Taylor (Nursery Manager) and Kerry Allen (Deputy Manager/ Health & Safety Officer) were present.
(Policy and procedure will be revised again during the month of July 2015).*