

## **Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment**

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency, and must have an emergency evacuation procedure.

### **8.5 Fire safety and emergency evacuation**

#### **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 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.

#### **Procedures**

##### *Fire safety risk assessment*

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- The Lead Practitioner 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.

##### *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 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 Half Term
- Records are kept of fire drills and of the servicing of fire safety equipment.

### Procedure to be followed in the event of Fire/Evacuation For Ashridge Nursery

- In this building the emergency alarm is in the form of a **whistle**.
- **There are 2 whistles** in the building to be used for raising the alarm:
  1. On the key rack situated on the cupboard immediately as you enter the messy room.
  2. On the wall outside the office in the play room.
- **There are 2 Emergency Exits** in the building:
  1. The door out into the cloakroom area then out via the front door.
  2. The door in the carpeted end of the playroom that leads into the playground.
- The designated area to gather following the evacuation is behind the Brambles Centre car park fence, opposite the Nursery Playground.
- In the event of fire/evacuation the alarm will be raised by whoever discovers the fire or need to evacuate. The **LEAD PRACTITIONER (or DEPUTY where appropriate)** will be responsible for calling the relevant emergency services and informing parents where necessary. (A mobile telephone may need to be used).

#### Evacuation Procedure

- When the Alarm sounds it is Important to keep calm.
- The **REGISTER PERSON** must collect the register, the red box from the office and the nursery mobile phone from the filing cupboard. They must check all areas in the building and follow the group out.
- The **KITCHEN PERSON** must collect the visitors book and telephone.
- Don't waste time worrying about personal belongings
- Gather the children together, reassuring them all the time, and begin evacuation via the identified emergency exits.
- Once out of the building, call the register to make sure everyone is accounted for.
- Inform the **LEAD PRACTITIONER (or DEPUTY where appropriate)** of any concerns about children or adults.
- Stay out until the **LEAD PRACTITIONER (or DEPUTY where appropriate)** declares the 'All Clear' to return into the building.
- Keep reassuring the children all the time.

#### *Fire drills*

We hold fire drills termly and record the following information about each fire drill in the fire drill record 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 \_\_\_\_\_ *(name of provider)*

On \_\_\_\_\_ *(date)*

Date to be reviewed \_\_\_\_\_ *(date)*

Signed on behalf of the provider

Name of signatory

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

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