

# Fire Safety and Evacuation Policy



## Policy

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.

All employees and customers are informed of the nursery evacuation plan which is located at each call point. It is the responsibility of all staff to ensure that all fire exits are kept clear at all times.

## Procedure

### Maintaining a fire safe premises

- All our rooms are fitted with fire doors and must not be propped open.
- Well maintained emergency lighting will be in use
- Fire evacuation plans are displayed throughout the nursery at each call point
- The fire evacuation plans clearly show the location of all exits within the building
  - Fire evacuation procedures are displayed throughout the nursery at each call point
  - The fire evacuation procedure gives clear, simple and precise instructions on what to do in the event of a fire
  - Fire exit signs are clearly displayed above all fire exits
  - Fire door signs are displayed on all fire doors, so they are kept closed
  - 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.
- 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 a month.
- Records are kept of fire drills and of the servicing of fire safety equipment.

# Fire Safety and Evacuation Policy



## Fire Drill

- These should be carried out and documented every 2 months
- These should be carried out when there is a large intake of children or when a new member of staff joins
- These drills will be carried out at different times of the day and on different days to ensure evacuations are possible under different circumstances and that all staff and children participate
- Fire call points and the main fire panel must be regularly checked and recorded on the Fire Safety Equipment form

## In the event of a fire

- Raise the alarm (break glass at nearest call point)
- Pick up the children's register, staff register, mobile phone, keys, visitors' book and emergency bag (containing emergency contacts list, nappies, wipes and blankets)
- Following the nurseries evacuation procedure, lead the children out of the building using the nearest accessible exit
- Close doors behind you as you exit the building where possible.
- Telephone emergency services: dial 999 and ask for the fire service
- Gather at the fire assembly point.
- In the fire assembly point area check the children against the register
- Account for all adults - staff and visitors
- Advise the fire service of anyone missing and possible locations and respond to any other questions they may have
- Once the fire and emergency services arrive the fire marshal/management will liaise with them
- DO NOT stop to collect personal belongings
- DO NOT attempt to fight the fire
- DO NOT re-enter the building
- DO NOT enter the building until you are told it is safe to do so by a competent person

## If you are unable to evacuate safely

- Stay where you are safe
- Keep the children calm and together
- Wherever possible alert the manager of your location and the identity of the children and other adults with you

## No smoking policy

The nursery operates a strict no smoking policy - please see this separate policy for details.

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## Registration

An accurate record of all staff and children present in the building must be kept at all times and children/staff must be marked in and out on arrival and departure. An accurate record of visitors must be kept in the visitor's book. These records must be taken out along with the registers and emergency contacts list in the event of a fire.

## The Fire Marshal/management is to

- Pick up the children's register, staff register, mobile phone, keys, visitors' book and emergency bag (containing emergency contacts list, nappies, wipes and blankets)
- Telephone emergency services: dial 999 and ask for the fire service
- In the fire assembly point area - back of garden check the children against the register
- Account for all adults - staff and visitors
- Advise the fire service of anyone missing and possible locations and respond to any other questions they may have

## Recording

- Fire evacuations/drills must be documented on both the fire drill record and the fire evacuation record
- Emergency lighting tests must be documented on the emergency lighting checks record
- Call point checks must be recorded on the fire call point checks record

## Further guidance

- Fire Safety Law GOV.UK <https://www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business>

## Linked Policies

Health & Safety Policy

This policy was adopted on	Signed on behalf of the nursery	Date for review
16/1/2023	<i>m khaira</i>	16/01/2024