



8.5 Fire safety and emergency evacuation

Policy statement

At Sandy Bears Nursery + Pre school 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. 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. Downloadable Fire Safety Log Books are widely available free of charge on line. 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 Laura Silverwood (Deputy Manager).
- This person responsible 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 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.
- We ensure children are educated about the risks of fire, and staff will work with the children to risk assess the environment to build up their awareness of managing risks.

Emergency evacuation procedure

At Sandy Bears Nursery + Pre school we practice the fire evacuation procedure to help children get familiar with the sound of the fire alarm.

- Fire exits are clearly labelled. Fire exits are pointed out to visitors on arrival and new staff on induction
- Children are led from Sandy Bear's in a group to our assembly point, which is at Church Bank. They are encouraged to hold hands in pairs, babies and non-walking toddlers are placed in prams or held by staff. One member of staff checks the toilets, outside area and all rooms if appropriate to do so, before leaving the building.
- A setting mobile to take the register and this will be taken at Church Bank by a member of management. The room leaders are responsible for bringing their setting/ room phones to take registers.
- Each room will leave from the most appropriate fire exit and meet at the designated meeting point.
- Each fire drill is timed and the time taken to evacuate is recorded in the fire drill book.
- In the event of a real emergency the manager or person in charge will call the emergency services.
- In the event of a real emergency the parents will be contacted by using the telephone contacts on Family on one of the settings Mobile phone.

Fire drills

We hold fire drills regularly and record the following information about each fire drill in the Fire Safety Log Book:

- The date and time of the drill.
- The 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 Sandy Bears Nursery + Pre school

On December 2018

Date to be reviewed December 2019

Signed on behalf of the provider L.L.Yates

Name of signatory Laura Yates

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

Other useful Pre-school Learning Alliance publications

- Fire Safety Record (2015)