

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. Where necessary we seek the advice of a competent person, such as the Health and Safety Officer at Hayle Methodist Church or Fire Safety Consultant Anthony Dunn at Fire watch.

The Designated Fire Safety officer is: Michele Dann, in her absence Amanda Lorrimer-Roberts

Fire Risk assessment

Procedure

The basis of fire safety is risk assessment. These are carried out by a 'competent person' The manager has received training in fire safety sufficient to be competent to carry out risk assessment. This will follow the guidance as set out in the *Fire Safety Risk Assessment – Educational Premises* document.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14887/fsra-educational-premises.pdf

We ensure that we have a copy of the fire safety risk assessment that applies to the building and that it is regularly reviewed.

Fire doors are clearly marked, never obstructed and easily opened from the inside.

Smoke detectors and fire fighting appliances are fitted in appropriate high risk areas of the building and are checked as specified by the contractor.

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 every term.

Records are kept of fire drills and the servicing of fire safety equipment.

We will ensure all staff receive training on fire procedures.

We will perform a formal risk management assessment annually and will monitor risks on a daily basis.

We keep daily registers of children, staff and visitors attending the nursery each session.

Fire Drill Procedure

We practice a fire drill each term. To ensure every child participates we practice a fire drill each day for the entire week.

A record is kept stating:

- Date and time of the drill
- How long it took
- How many children attending on the register
- How many staff.

The outcome of the fire drill- whether there were any problems that delayed evacuation or any further action taken to improve the drill procedure.

EMERGENCY EVACUATION

In the event of a fire or critical incident, Butterflies Montessori Nursery will evacuate the premises in a way that ensures that all children and adults are safely led away from the building and that adults do not take any undue risks. The safety and well being of the children will be of paramount importance at all times.

Our aims are that:

No child or adult will take unnecessary personal risks.

Staff fully understand the required procedures and understand their role.

Staff will follow day-to-day procedures to reduce the risk of fire.

We follow the advice given by the Fire Brigade, Policy and our local Health and Safety Officer

Method

We have a fire procedure displayed on the notice board.

Fire Evacuation Procedure:

A whistle will be blown by the member of staff finding the fire.

The manager/assistant manager on duty collects the register and assembles the children at the nearest fire exit door.

The manager/deputy manager on duty opens the fire door and stands outside of the fire door to ensure the children go to the courtyard area. The children already outside will be lined up and led down the steps to the meeting point with the other children. A member of staff will ensure the gates are closed.

Any visitors should exit the nursery after the children. All visitors and their child (ren) will be added to the nursery register for the day on arrival and that child (ren) remains the responsibility of the visitor at all times

Another member of staff as delegated by the manger accompanies the children and assembles the children.

The member of staff delegated by the manager collects the telephone, keys, ensures all rooms are empty and closes fire doors as they exit.

The Manager/Deputy uses the daily register calling each child's name- once in the designated meeting point.

Contingency plan- In the event that the building needs to be fully evacuated:

After the emergency services have been contacted, all efforts will then be made to contact parents/ carers listed on the 'Emergency contact numbers' list provided.

We will seek a safe haven for the children in the Ministers garden at the far side of the car park:

Name: Ray Borrett Tele No. 01736 752204

Staff will stay with the children for as long as necessary. Child will be supervised at all times.

In the event of a fire/critical incident, if your child cannot be collected then we will follow our uncollected child policy.

If the nursery needs to close all efforts will be made to inform parents before opening times.

Staff will attempt to ring parents, and put notices on the exterior doors if possible

In the event of a fire Ofsted and any other relevant agencies will be contacted. The incident will be logged in the Fire Records File.

This policy was reviewed: April 2023

(Policies dated and signed by Manager in nursery 'Policy and Procedure File')