

Fire safety and emergency evacuation procedure

The Nursery understands the importance of vigilance to fire safety hazards. The Nursery has an up-to-date fire certificate and notices explaining the fire procedures are positioned next to every fire exit.

All staff are aware of the location of all fire extinguishers, fire exits, break glass points, the fire assembly point and where fire safety equipment is stored. Particular attention is paid to distinguishing between the various types of fire extinguisher and their methods of operation (refer to website www.hse.gov.uk). There are fire notices on all doors in the building.

Children will be made aware of the fire safety procedures by practicing our evacuation procedures on a regular basis. All children will be made aware of the location of fire exits and the fire assembly point.

Fire doors and fire exits are clearly marked, are not obstructed at any time, and are easily opened from the inside.

Fire exits are kept always closed and can be locked but are easily unlocked via a thumb turn. Fire extinguishers and fire alarm systems are regularly tested in accordance with manufacturer's guidance.

The Building Manager is the designated Fire Safety Officer who will be responsible for arranging fire drills and tests. Fire drills will take place periodically and staff may or may not be informed when these will occur.

Fire Prevention

- The Nursery will take all steps possible to prevent fires occurring. As such, the Nursery Manager, and the Ensuring that there are sufficient power points are these are not overloaded with adaptors.
- Ensuring that the Nursery's Smoking Alcohol and Drugs policy is always observed.
- Checking for frayed or trailing wires.
- Checking that fuses are replaced safely.
- Unplugging all equipment before leaving the premises.
- Storing any potentially flammable materials safely.
- Ensure all electrical items are PAT tested annually and hard wiring is tested every 5 years.

The Nursery Manager will explain fire safety procedures to new staff, students, and volunteers as part of the induction process.

Procedures

Fire safety risk assessment

A Fire Risk Assessment will be carried out annually and regular maintenance checks will be carried out as identified in the risk assessment and recorded in the Fire Safety folder.

The nursery manager and many of the nursery team have received training in fire safety sufficient to be competent to carry out the risk assessment.

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
- Flammable materials – including furniture, furnishings, paper etc.
- Flammable chemicals.
- Means of escape.
- Anything else identified.

A fire risk assessment has been carried out of our nursery. It includes:

- Identify fire hazards.
- Identify location and persons who are at significant risk,
- Reduce the risks, evaluate the risks, and determine if the existing arrangements are adequate or need improving,
- Record significant findings if you have more than five employees.

- Monitor and review on a regular basis.

We will also provide the:

- Means for detecting and giving warning in cases of fire.
- Means of escape and emergency lighting
- Fire safety signs
- Firefighting equipment (extinguishers)

Fire Drills

The nursery holds fire drills on a regular basis and records the following information about each fire drill in the Fire Safety Logbook:

- 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.

Fire safety precautions taken.

- The nursery will ensure that fire doors are clearly marked, never obstructed, and easily opened from the inside.
- 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.

We ensure sockets are covered and our emergency evacuation procedures are approved by the Fire Safety Officer and are:

- Clearly displayed in the premises.
- Explained to new members of staff, students, volunteers, and parents; and practised regularly.
- Records are kept of fire drills and of the servicing of fire safety equipment.

Fire extinguishers in the nursery are located:

1. At the entrance passage on the left-hand side- Water 9Ltr
2. On the first floor, outside the baby room- water 9Ltr
3. In the kitchen- fire blanket and dry power 2kg

These are checked annually, and the certificates can be found in the Health and Safety folder.

- There is a fire alarm for the whole property. The testing of this is the responsibility of the office staff on the first floor.
- Staff to be given fire procedures on first day of employment.

In the event of a fire

A member of staff will raise the alarm immediately and the emergency services will be called at the earliest possible opportunity.

All children will immediately be escorted out of the building and to the assembly point using the nearest marked exit. No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.

The Senior Nursery Manager will check the entire premises; visitor's book and mobile phone (with contacts installed) will be collected, providing that this does not put anyone at risk. On exiting the building, the Senior Nursery Manager

will close all accessible doors and windows to prevent the spread of fire, providing this does not put themselves or others at risk.

The register will be taken, and all children, visitors and staff accounted for. If any person is missing from the register, the emergency services will be informed immediately.

Fire logbooks will be updated periodically.

Ofsted will be notified about any significant changes or events (Ofsted telephone number 0300 123 1231).

Evacuation Procedure

In the event of a fire or other emergency occurring, a member of staff will activate the fire alarm to alert everyone and gain their attention.

The evacuation procedure to follow is:

A member of staff will telephone the emergency services on 999 and give appropriate details.

Fire Exits are located at either end of the nursery.

- **Baby room are to exit via main building door. Adult 1 holds 2 babies, adult 2 to support with third baby and holding open the fire doors. Ensure all doors are closed behind. Everyone to come down the stairs out of the building. Cross over and stand outside 'Travel Xpert', on the wider pavement until a manager asks to return.**
- **Toddler room are to exit via the front entrance of the property. Adult 1 leads, while Adult 2 holds the door open. Children gather on the driveway and Adult 2 moves ahead to obstruct road. Everyone crosses over to 'Travel Xpert' and stand on the wider pavement until manager gives all clear to return.**
- **Pre-school room exit via the back garden gate. KEYS are located at the rear exit leading to the garden. Adult 1 to open the gate and Adult 2 to guide the children out. Adult 1 to follow, ensuring all doors are closed behind and support in crossing the road over to 'Travel Xpert'. Children to wait on the wider pavement with staff, until manager gives all clear.**

How parents are contacted

A copy of all the parent's contact details are kept in the room register and a copy is taken down by the nursery manager in the event that we are unable to return to the nursery, the nursery manager or member of the senior staff team will take responsibility for this.

Policy reviewed by: Sumaya Ahmed (Manager)

Date: 1st January 2024

Next review: January 2025