

## **Fire safety and emergency evacuation**

### **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.

### **Policy statement**

We ensure the highest possible standard of fire precautions are in place. 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 by Sapphire Wilkin and Richie Carman, (Head Fire Marshall's of the entire centre), any actions taken or incidents that have occurred and our fire drills. We also have two trained Fire Marshalls in the Nursery itself (Charlotte Micallef & Katie Lusham). 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 a Head Fire Marshall.
- Two Head Fire Marshalls have received training in fire safety sufficient to be competent to carry out the risk assessment; this will be written 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.
- 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 alongside the college.
- Records are kept of fire drills and of the servicing of fire safety equipment in the main office.

### *Emergency evacuation procedure*

Procedures for practice drills including:

- How children are familiar with the sound of the fire alarm.
- How the children, staff and parents know where the fire exits are.
- How children are led from the building to the assembly point.
- How children will be accounted for and who by.
- How long it takes to get the children out safely.
- Who calls the emergency services, and when, in the event of a real fire.
- How parents are contacted.

Children are familiar with the sound of a fire alarm through drills. Staff know the evacuation procedures and parents are to follow staff and fire exit signs that are clearly displayed. Room leaders carry registers to the assembly point and ensure all children marked in are accounted for. The manager will do a final headcount ensuring all children and staff are present. The time an evacuation takes is recorded by the Head Fire Marshalls. Emergency services would be contacted by the Head Fire Marshalls. Parents would be contacted by the Manager and Administrator by the portable phone which is brought to the assembly point by the administrator and children's emergency contact details are kept with the register.

### *Fire drills*

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

This policy was adopted by	Bosco Nursery	<i>(name of provider)</i>
On	14/01/2020	<i>(date)</i>
Date to be reviewed	14/01/2021	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Leigh Tucker	
Role of signatory (e.g. chair, director or owner)	Nursery Manager	

#### **Other useful Pre-school Learning Alliance publications**

- Fire Safety Record (2015)