

Fire safety and emergency evacuation Statement

Policy statement

Sawston Nursery 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. Where necessary we seek the advice of a competent person, such as our Fire Officer or Fire Safety Consultant. A Fire Safety Logbook is used to record the findings of risk assessment, any actions taken or incidents that have occurred and our fire drills.

Procedures

Fire safety risk assessment

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- The manager 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.
- As 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.
- All emergency evacuation procedures are approved by the Fire Safety Officers and are:
 - clearly displayed in the premises.
 - explained to new members of staff, volunteers, and parents, and visitors
 - practised regularly, at least once per quarter.
 - Records are kept of fire drills and of the servicing of fire safety equipment.
 - When the alarm sounds staff/ children and visitors are not to stop to collect belongings or attempt to re-enter the building, without being authorised by the Fire Officer to do so. However, the Room Leader is responsible for collecting the child's medication which must be taken with them.
 - When the alarm sounds or during an incident staff/ children and visitors are not to re-enter the building to look for any children or adults who are unaccounted for.
 - If you are unable to evacuate safely:
 - Stay where you are safe
 - Keep the children calm and together
 - Wherever possible alert the manager to your location and identify any adults or children with you.
 - An accurate record of all staff/ children and visitors registered when on site.
 - Children will be signed in on tapestry.
 - Visitors recorded in visitors' book.
 - Staff responsible for signing themselves in and out throughout the day.

- Room Leaders are responsible for tablets during the evacuation, Management, and reception staff to take visitors book and signing in sheets to the assembly point.
- The Head of Nursery is responsible for taking the office table during the evacuation for registration of children purposes.
- Admin staff are responsible for taking the two Nursery Mobile telephones during the evacuation so families can be contacted if need be.

If parents wish to contact the Nursery on either of these phones in the event of an emergency, please call:

07522527295 or 07512284488

No Smoking/vaping policy in place

Emergency evacuation procedure

Procedures for practice drills include:

- Children being familiar with the sound of the fire alarm.
- Staff and parents know where the fire exits are.
- Children are led from the building quickly and safely to the assembly point.
- Children are accounted for through using a register.
- How long it takes to get the children out safely.
- Who is designated call the emergency services, and when, in the event of a real fire emergency.
- How parents are contacted -see below.

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.

Fire checklist

| | Who checks | How often | Location |
|--|------------------------|---|---------------------------------|
| Escape route/fire exits (all fire exits must be clearly identifiable) | Shani W & All rooms | Shani W = Monthly All Rooms = During daily checks | Across the nursery |
| Fire extinguishers and blankets | Three Counties Fire | Annually | Across the nursery & kitchen |
| Smoke/heat alarms | Britannia Alarms | Bi-annually | Across the nursery |
| Fire alarms | Shani W | Cold points = monthly Drills = quarterly or as new staff join | Across the nursery |
| Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside | All rooms | During daily checks and when in use | Across the nursery |

Lock Down Policy (for intruder and environmental incident) and Emergency Plan in place.

See: Lock Down Policy and Emergency Plan

In the event of either form of Lockdown:

- *Parents will be notified as soon as is practicable via the settings various established communications system i.e., Email, Facebook, telephone, tapestry and/or our website.*
- *We have the above procedures in place to support the children/staff safety and welfare, as this is essential.*
- *Parents are asked not to block phone lines during the above events as they may be preventing access to emergency services and putting others in danger.*

After a lockdown has taken place:

- *A letter will be sent home to parents as soon as possible and following any serious incident to inform the parent the context of the lockdown.*
- *The management will create a full record of the event and review the procedures and policies to identify any possible areas of development.*
- *Ofsted will be informed within 14 days of the event.*

Legal framework

- **Regulatory Reform (Fire Safety) Order 2005**

Further guidance

- Fire Safety Risk Assessment - Educational Premises (HMG 2006)

| This policy was adopted on | Signed on behalf of the nursery | Date for review |
|----------------------------|---------------------------------|-----------------|
| May 2023 | Tina Spencer | May 2024 |