



Fire Safety Policy and Evacuation Procedure

Policy Statement:

We will ensure that our premises have the highest standard of fire safety and the designated fire officers are familiar with the current legal requirements. Where necessary we will seek advice from a competent person.

Legislation:

The nursery will have regular risk assessments carried out by a 'fire safety' company.

The nursery will comply with current fire regulations and action any recommendations.

All portable appliances will be checked annually (PAT) by an authorised electrician and certified.

Fire safety equipment will be maintained and checked annually.

Signs for fire exits will be displayed clearly and effectively.

All fire exits will be kept clear and free from flammable materials.

The nursery implements a **no smoking** policy.

Fire alarm testing will be carried out regularly.

All staff will have the opportunity to undergo basic fire safety training.

Staff responsibilities:

The staff will follow the evacuation procedure and feedback any difficulties they may have encountered during a 'spontaneous fire drill'.

All staff will be responsible for ensuring the children are escorted out of the building calmly and quickly. The registers will be collected by the room leader or the person in charge of the room in their absence and bring it with them to the assembly point. There will **always** be a member of staff at the back of the group, ensuring all children are following and that doors are closed behind them.

Level 1 - Green 1 and 2

If staff begin the evacuation procedure and find there is a fire blocking the stairs to their nearest fire exit, all children and staff should remain in their rooms until help arrives:

- Staff will not attempt to evacuate
- All doors will be kept closed at ALL times (all doors are fire safe doors)
- Staff will keep all children away from the doors
- Staff will open all windows
- Staff will stay calm and wait for assistance

Designated people to assist Green 2 in an evacuation:

Director(s), Manager, Cook

Designated people will assist staff from Green 2 with ensuring the children are taken in 2's/3's down the stairs and safely to the assembly point.

Staff will be expected to use firefighting equipment in emergency situations and follow the correct procedure in the event of a fire.

Staff will report any hazards found indoors or outdoors to the health and safety officer or management team, recording it on a risk assessment form.

Fire Safety Officers:

1st - Kristy Renshaw (Manager)

2nd - Ama Nana-Marfo (Deputy Manager)

3rd - Eljana Agolli (2nd Deputy Manager)

Fire Safety Officers responsibilities:

They will conduct a fire drill termly or when there has been a major change to the layout of the setting or large turnover in staff.

They will conduct fire drills on different days of the week ensuring different staff members are present at each drill.

They will manually test the alarm, including all call points regularly.

They will ensure registers are being completed in the morning and afternoon and that the information recorded in the register is accurate.

They will ensure all emergency contact details for children and staff are up to date.

They will ensure all staff, volunteers and students have completed a 'Health and Safety' questionnaire within their probationary period.

They will keep up to date with current law and legislation by accessing information from www.legislation.gov.uk on a regular basis.

They will check the firefighting equipment regularly and report any faults so that replacement equipment can be arranged.

They will check that all windows in Green 1 and Green 2 are unlocked and accessible. All keys are removed from these windows for safety.

Fire safety officer or manager's responsibilities during an emergency evacuation:

Sound the alarm:

Instructions on how to do this manually are next to the panel.

**IF THE OFFICER IS UNABLE TO ACCESS THE ALARM, THEY WILL USE
THE CLOSEST BREAK GLASS POINT TO SOUND THE ALARM**

**ONCE THE ALARM IS ACTIVATED, DOOR ENTRY SYSTEM AND
INTERNAL DOOR MAGNETS WILL BE DISABLED**

**IN THE EVENT OF A DRILL, DO NOT USE BREAK GLASS POINT, USE
PANEL ONLY**

Stopping the alarm in the event of a false alarm or drill:

Instructions on how to do this are next to the panel.

They will collect the visitors signing in and out book with all information regarding who is in the building at the time of the evacuation.

They will check the buildings accessible areas thoroughly, leave immediately on locating area of fire and call the fire brigade.

They will ensure that children are organised in their rooms, lined up in an orderly fashion with staff situated at the front and end of the line, the register will then be taken promptly.

They will time the event and record details.

In the event of a false alarm, they will silence the alarm and ensure the nursery is safe before children return to their rooms.

They will contact all parents or emergency contacts in the event of relocation.

They will draft in staff, volunteers, supply workers and parents to assist in supervising the children in the event of long term delays and relocation.

They will liaise with Barnet's social services in the event of extended care, i.e. overnight.

After the evacuation

They will make a detailed record of the drill which will include:

- Name and address of the setting
- Date of drill
- Weather conditions
- Time alarm was activated and time it took to clear the building
- Number of people present including children, staff, visitors and volunteers
- Comments and action to be taken, by whom and when (if applicable)
- Signature on completion

Staff will remember the following during an evacuation:

- They will not attempt to tackle the fire

- They will start the evacuation procedure as soon as the alarm is sounded
- A member of staff will be behind the children at ALL times during an evacuation ensuring no children are left or return to the room
- They will ensure all doors are closed behind them
- They will not stop or return to the building to collect their belongings
- Children will be escorted in an orderly manner to the assembly point in the front car park and organised in rooms.
- Use the nearest fire exit to you unless it is unsafe to do so

Escape routes and fire exits

- **MAIN FRONT DOOR:**

MANAGER AND DIRECTORS (LEVEL 2)

GREEN 1, GREEN 2 (LEVEL 1)

PURPLE (GROUND FLOOR)

- **FRONT BASEMENT FIRE ESCAPE STAIRS:**

YELLOW

- **KITCHEN DOOR:**

KITCHEN STAFF

Legal framework:

Regulatory Reform (Fire Safety) Order 2005

The manager will regularly refer to the website below and ensures that the setting is up to date with current law and legislation and that it continues to comply with the 'Regulatory Reform (fire safety) Order 2005

www.opsi.gov.uk/si/si2005/20051541.htm

Policy Date: February 2020	Date to be reviewed: February 2021
Name of Signatory: Kristy Renshaw	Position: Manager
Signature:	<i>Signed on behalf of Apple Day Nursery</i>

