

## Health and Safety

### Fire safety and emergency evacuation

#### 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 our Fire Officer, or Fire Safety Consultant.

#### Procedures

- The basis of fire safety is risk assessment. These are carried out by a 'competent person'.
- Risk assessment on fire safety are completed, this will be written where there are more than five staff. This will follow the guidance as set out in the *Fire Safety Risk Assessment – Educational Premises* document.
- Settings in rented premises will ensure that they have a copy of the fire safety risk assessment that applies to the building and that they contribute to regular reviews.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are:
  - clearly displayed in the premises;
  - explained to new members of staff, volunteers and parents; and
  - practised regularly at least once every six weeks.
- Records are kept of fire drills and the servicing of fire safety equipment.

#### *Emergency evacuation procedure*

Our procedures for practising drills include:

- 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 they 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.

The fire drill record book must contain:

- Date and time of the drill.
- How long it took.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

▪ *Emergency procedures including fire and explosion drills*

- Fire doors are never obstructed.
- Fire drills are held at least twice a term.
- Fire extinguishers are checked annually and staff know how to use them.

In the unlikely event of the setting having to close, parents will be notified by telephone and expected to collect their children straight away.

*Procedure to be followed in the event of a fire:*

- On hearing the fire alarm the children in each room will be calmly collected together and taken out of the nearest fire exit to the assembly point. The fire officer in each room will collect the register/occupancy list before going outside. Once outside the children will be checked off the register to ensure that all are accounted for.
- The fire officer in each room is responsible for taking the room's/setting emergency evacuation bag outside
- The member of staff in charge that day will call the emergency services (999) using a mobile phone or the office phone
- Only the member of staff in charge can decide if and when it is safe to re-enter the building, and this must be done in liaison with the emergency services.
- Where it is not possible to return to the building the children will be taken to KFC, The Gym or The Cinema across the road (Newport Nursery), The Lighthouse Church or The Caulkheads Pub (Sandown Nursery), or the school buildings, The community Hall in Church Close or The Cedars Pub (Wootton) to be kept warm and dry and to await collection by their parents.
- The senior person in charge at the time will ensure that the Emergency Evacuation File (located in the office) is taken out so that parents can be contacted to come and collect their children if it is not possible to continue the nursery day.

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**Legal framework**

- Regulatory Reform (Fire Safety) Order 2005  
[www.opsi.gov.uk/si/si2005/20051541.htm](http://www.opsi.gov.uk/si/si2005/20051541.htm)

**Further guidance**

- *Fire Safety Risk Assessment - Educational Premises* ( HMG 2006)  
[www.communities.gov.uk/publications/fire/firesafetyrisk6](http://www.communities.gov.uk/publications/fire/firesafetyrisk6)

**Persons responsible for implementing this policy:**

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- Erica Dunwell/ Lizzee Annis – Sandown
- Erica Dunwell/ Becky Kujabi – Wootton

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