



Fire Safety and Emergency Evacuation

This policy refers to the Early Years Foundation Stage.

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, carried out by a competent person.
- The Nursery 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).
- Fire doors are clearly marked, never obstructed and easily opened for the inside.
- Smoke detectors/alarms and firefighting 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 approved by the Fire Safety Officer, they 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.

On hearing the fire alarm:

- Calmly call children in your care together
- Visually check the space around you is empty
- Leave the building via the nearest, safe emergency exit
- Headcount the children in your care, alerting the Nursery Manager / Head of Prep-Prep if any are missing
- Remain outside the building until the manager / Fire Safety Officer deems the premises as safe

Nursery Manager

- Assign the management of the children in your care to another member of staff
- Collect the registers, visitors book and contact information
- Sweep through the building to check for children or visitors left behind
- Ensure that the fire brigade have been alerted

- Remain outside of the building until a member of the fire authority deems it safe to return
- During drills, time and record the time taken to clear the premises

Our fire drill record book contains:

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

Reception children take place in fire drill practises with the rest of Pre Prep and the Prep School. The Fire Officer records the above.