

## 8.5 Fire safety and emergency evacuation

### Policy statement

We 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 via the Landlords. The Landlords use a Fire Safety Log Book to record the findings of risk assessment, any actions taken or incidents that have occurred. The Landlords complete their own fire drills. Downloadable Fire Safety Log Books are widely available free of charge on line.

We ensure our policy is in line with the procedures specific to each building, making reasonable adjustments as required.

### Procedures

#### *Fire safety risk assessment*

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- The Landlords have received training in fire safety sufficient to be competent to carry out the risk assessment; copies of written records are obtained from them as they are responsible for the maintenance of the building and should follow the Government guidance Fire Safety Risk Assessment - Educational Premises (HMG 2006).
  - The 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.
- Where 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 by liaising with the Landlords (St Mary's Church and The Kinsbourne Common Hall) to ensure that:*

- doors are clearly marked, never obstructed and easily opened from the inside.
- 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.
- all electrical equipment is checked annually by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced.

- The Landlord's 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.
- Records are kept of fire drills and of the servicing of fire safety equipment.

#### *Emergency evacuation procedure*

Every setting is different and the evacuation procedure will be suitable for each setting. It must cover 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.

#### *Fire drills*

We hold fire drills half 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.

We adapt our Nursery fire drill policies and procedures to suit the needs of the children and make it relevant to the staff in our setting as follows:-

#### **Policy Statement**

- All staff are trained to deal with the event of a fire/evacuation
- All fire exits are clearly marked
- All fire routes, door and extinguishers should be free from toys and clutter and kept clear at all times
- Fire doors must be easily opened from the inside by an adult
- Hertfordshire County Council recommends that fire drills take place every **SIX weeks**. The nursery will adhere to this and record comments in a fire book for reflection and improvements
- All new members of staff and visitors will be made aware of the fire exits and procedures
- Smoke detectors/ alarms and fire extinguishers are fitted in appropriate high risk areas of the building and checked as specified by the manufacturer
- Service records are kept for each of the fire safety equipment (Church Committee and Scout Committee)

- A fire whistle and fire/evacuation rucksack is kept by the main entrance to the nursery (The Kitchen). It WILL contain the fire drill book, contact file for all of the children, current allergy list, an accident form, tissues, nappies, wipes, story book and a change of clothing for a boy and girl. This bag must be accessible for every **play time, every time the children exit the building with staff, fire drill and emergency**
- The nursery upholds a 'No Smoking' policy both inside and outside the building and surrounding areas.

### **Designated Fire Officer**

- The Nursery Leader, Deborah Campbell, is the nominated fire officer for the nursery. If she is not present, the deputy supervisor will perform the fire officer's duties. This is currently Tanya Fisher.
- The Leader or Deputy will record the fire drill information in the fire book (located in the fire bag).

### **Fire Drill Procedure – St Mary's Church Hall**

- The fire officer (Leader – Deborah Campbell or Deputy Tanya Fisher) will sound the whistle to alert everyone to the fire drill. She will project a sense of urgency without frightening the children
- She will ask the children to line up by the main entrance to the room (where the toilets are situated). The BLUE NURSERY DOOR or THE WHITE SLIDING DOOR – this is dependent on where the fire is and which will be the safest EXIT.
- She will pick up the fire/evacuation rucksack and register whilst the children are gathering she will instruct available staff as follows:
  - A member of staff to check the toilets/kitchen area
  - A member of staff to check the storeroom for any staff and children
  - A member of staff to use the NURSERY mobile phone to dial 999 and alert the fire brigade (pretend in the drill) and tell them our address which is:

The Kinsbourne Common Nursery and Pre School, St. Marys Church Hall, Kinsbourne Green, Luton Road, Harpenden AL5 3QE

- The children will be counted out of the nursery and asked to gather by the Scout Hut next door/or the far end of the CAR PARK of the Church (To the Left)
- The Leader/Deputy will call the register for all attending children and adults
- Once all present and correct, the children will be praised and asked to return to the nursery to resume their play. They will be counted back inside
- The Leader or Deputy will be responsible for maintaining the fire drill record book. They will record the date, length of the drill, amount of people involved and any problems that arose. This will be used to improve future fire drills
- When considering the fire drill it may be useful to vary the point of assembly, as we cannot foresee where a fire may break out.

## Fire Drill Procedure – Scout Hall

- The fire officer (Leader – Deborah Campbell or Deputy Tanya Fisher) will sound the whistle to alert everyone to the fire drill. She will project a sense of urgency without frightening the children
- She will ask the children to line up by the nearest and safest exit as this will be dependent on where the fire is.
- She will pick up the fire/evacuation rucksack and register whilst the children are gathering she will instruct available staff as follows:
- A member of staff to check the toilets/kitchen area
- A member of staff to check the storeroom for any staff and children
- A member of staff to use the NURSERY mobile phone to dial 999 and alert the fire brigade (pretend in the drill) and tell them our address which is:

**The Kinsbourne Common Nursery and Pre-School, Scout Hall, Kinsbourne Green, Luton Road, Harpenden AL5 3QE**

### In the event of a real fire

- If a fire is discovered we will follow the fire drill procedures. The fire exit used will depend on where the fire occurs.
- The assembly point will be the far end of The Common if the fire is at the Scout Hall. The Scout Hall may be used as an assembly point if the fire is at St Mary's Church Hall unless it is deemed unsafe to do so and in which case the main Church entrance (accessed via the white sliding doors) will be used as the exit and children will be gathered at the far end of the Car Park but away from the road.
- We will assemble at the appropriate point and the Leader/Deputy will contact all parents/ carers to collect their children
- Staff will remain with the children until they have all been collected by an authorised adult
- If a parent cannot be contacted, follow 'uncollected child policy'

### Evacuation

Reasons for evacuation may include a suspected gas leak, in this case if staff members are able to do so safely they should

- put out naked flame
- open windows
- Not turn electrical switches on or off

If the Leader/Deputy deems it unsafe for the children and staff to remain on site, we will evacuate the premises in line with the fire drill procedure, for speed the phone call to the emergency services will be made once the children have been safely evacuated

- Staff will escort the children as far away from the building as possible
- Upon arriving at a safe point (a) take the register again, (b) dial 999 (c) contact Anna Gay (if not present) asking her to meet the emergency services at the setting (d) start contacting the parents/ carers asking them to collect from The Common (f) Ofsted to be notified of evacuation
- Ofsted contact **0300 123 1231**, stating our registration number **EY452312 (St Mary's Church/ EY447593 Scout Hut)** or name The Kinsbourne Common Pre School and Nursery Harpenden
- Staff will remain until all children have been collected
- If parents cannot be contacted, we will follow the 'uncollected child' policy
- Evacuation details to be logged in the Fire Book
- Anna Gay will contact the parents by email/or text to inform them if the nursery will be open the following morning

**Review Date: January 2018**

### **Legal framework**

- Regulatory Reform (Fire Safety) Order 2005

### **Further guidance**

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

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

- Fire Safety Record (2015)