

Fire Safety

Policy statement

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The Nursery Manager in charge and staff are familiar with the current legal requirements. Where necessary, we seek the advice of a competent person, such as a Fire Officer, or Fire Safety Consultant.

Procedures

- A full fire risk assessment has been carried out by a professional and is updated annually by a competent person within the company.
- 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).
- Fire doors are clearly marked, never obstructed and easily opened from 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
- Practiced regularly at least once every term but usually more often.
- Records are kept of fire drills and the servicing of fire safety equipment.

Emergency evacuation procedure

All Staff Members

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 Manager if any are missing
- Remain outside the building until the manager deems the premises as safe
- Room Leaders: check your room, take your register and emergency backpack

Manager

- Assign the management of the children in your care to another member of staff
- Collect the staff registers, visitors book and mobile phone
- 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
- Complete and evacuation report and if required a significant incident report