

## **Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment**

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency, and must have an emergency evacuation procedure.

## **Beech Green Nursery and Out of School Clubs**



## **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. A Fire Safety Log Book is used to record the findings of risk assessment, any actions taken or incidents that have occurred and our fire drills. We ensure our policy is in line with the procedures specific to our 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'.
- Our Fire Warden has received training in fire safety sufficient to be competent to carry out the risk assessment; this will follow the Government guidance Fire Safety Risk Assessment - Educational Premises (HMG 2006).
  - Our 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.

#### *Fire safety precautions taken*

- We ensure that fire doors are clearly marked, never obstructed and easily opened from the inside.
- We ensure that 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.

- We have all electrical equipment checked annually by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced.
- 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 twelve weeks.
- Records are kept of fire drills and of the servicing of fire safety equipment.

*Emergency evacuation procedure*

**NURSERY**

***If the fire bell rings or for any other reason that means the building needs evacuating, the following procedure must be followed:***

***Upon hearing the alarm or instruction to evacuate:***

- 1. All children to line up quietly at the Nursery doors to the rear of the building.***
- 2. Deputy Nursery Leader to check the toilets and collect the mobile phone.***
- 3. Children and all adults to walk to the Junior Playground via the gate in the fence.***
- 4. Nursery to line up nearest to the Eco Area.***
- 5. Nursery Leader to take the register.***
- 6. Deputy Nursery Leader to count the children.***

**OUT OF SCHOOL CLUBS**

***If the fire bell rings or for any other reason that means the building needs evacuating, the following procedure must be followed:***

***Upon hearing the alarm or instruction to evacuate:***

- 1. All children to line up quietly at the Studio door.***
- 2. Deputy Leader to check the toilets. Setting leader to collect register and phone.***
- 3. Children and all adults to walk to the Junior Playground.***
- 4. Children line up nearest to the Nature Reserve.***
- 5. Setting Leader to take the register. Deputy Leader to count the children.***
- 6. OSC will take part in whole school fire practice, where applicable***

*The evacuation 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.

*Fire drills*

We hold fire drills 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.

### **Legal framework**

- Regulatory Reform (Fire Safety) Order 2005

### **Further guidance**

Fire Safety Risk Assessment - Educational Premises (HMG 2006)