

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.

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 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.

Procedures

Fire safety risk assessment

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- 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).

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 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

- We regularly conduct fire drills so the children can become familiar with what the alarm means and how to respond to it.
- Exits are clearly labelled with appropriate signs.
- Staff with the children at the time of the alarm sounding are responsible to make sure they gather and lead all the children with them out the nearest/safest fire exit to the assembly point.
- Once at the assembly point the fire warden/manager on site will ensure a thorough register takes place to ensure that all children and staff are present.
- During drills the time taken to evacuate will be recorded to ensure everyone evacuates the building within good time.
- In the event of a real fire the Manager on site is in charge of calling the emergency services, however if they are not able to then the next in line will do it.
- Parents will be called to inform them to collect their child and where from if required.

Fire drills

We hold fire drills monthly and record the following information about each fire drill in the fire drill record 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

This policy was adopted by

Ladybirds Day Nursery

On

1/11/20

Date to be reviewed

1/11/21

Signed on behalf of the provider

Name of signatory

Janine Lissack

Role of signatory

Owner