

## **Fire safety and emergency evacuation Policy and Procedure**

### **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.

### **Procedures**

- The basis of fire safety is risk assessment. These are carried out by Kerry Allen (Nursery Manager Fire Safety Officer/Health and Safety officer) and Naomi Washer (Deputy Manager/ Fire Safety Office).
- Kerry Allen & Naomi Washer will carry out a risk assessment.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards.
- 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 the servicing of fire safety equipment.

**Fire Evacuation point for the Nursery is the back of the Woodland Car-park.**

**If the Nursery is facilitating Manic Monsters then the Evacuation point is the rear left-hand corner of the Manic Monsters Car-park**

### **Fire evacuation process**

Once the fire alarm is sounded Manic Monsters Fire Wardens (Duty Manager/Kitchen Manager) will check the fire control panel to assess where the alarm has gone off. If staff have set the alarm, they will inform the Manager the reason why by walkie talkie.

Examples of false alarms;

- a) Broken glass in the alarm due to accident
- b) Burnt food in the kitchen without an actual fire
- c) Lingering smoke from a candle (in Manic Monsters) setting off a smoke detector
- d) A customer in Manic Monsters smoking a cigarette in the toilets

If the alarm sounds and there is a fire or an assumed hidden fire or other risk to safety, the Duty Manager (Fire Warden) will call 999 to alert the emergency services. Manic Monsters Fire Warden will then liaise with Monty's Day Care Manager/Deputy Manager/Lead Senco or Baby Room Leader to advise if a false alarm or actual fire. Manic Monsters Fire Warden and/or Kerry Allen (Manager) and/or Naomi Washer (Nursery Deputy Manager) and/or Diana Baldock (Lead Senco) will liaise through the walkie talkie's that all staff and children are evacuated safely and accounted for by using channel 1 for the Nursery and channel 2 for Manic Monsters

Manic Monsters Fire Warden will take sole responsibility for this. If Manic Monsters Fire Warden is not on site: Kerry Allen (Nursery Manager) and/or Naomi (Nursery Deputy

Manager) and/or Diana Baldock (Lead Senco) will take responsibility and carry out these duties.

Kerry Allen (Nursery Manager) and/or Naomi (Nursery Deputy Manager) are responsible for evacuating Monty's Day Care and the following procedure

Staff are to be calm around the children and explain to them what they need to do.

### **Baby room**

#### **Non walkers**

The fire exit in the Baby Room is the entrance door, if this door is blocked by the fire or you are not able to exit through it, staff should lead the children through the nearest available exit. One of the key workers will go to the sleep room and get the evacuation cot. Before leaving the room all staff are to ensure that all children are accounted for, Room Leader/Deputy Room Leader is to be last out after completing a final sweep of the room and must ensure the daily register is evacuated from the building, as well as the children's medication box and the children.

#### **Walkers**

Children who are able to walk can walk to their nearest exit with a member of staff.

### **Toddler/Kindergarten Room**

The fire exit for these rooms are the entrance doors, if this door is blocked by the fire or you are not able to exit through it, staff should send the children through the nearest available exit. Toddler room are to attempt Kindergarten exit door before attempting to exit blue Manic Monsters door. Room Leader/Deputy Room Leader to ensure that the room is empty before exiting ensuring they have the register and children's medication box with them.

### **Preschool room**

The fire exit for this room is the entrance door, if this door is blocked by the fire or you are not able to exit through it, staff should send the children through the nearest available exit. Pre-School room are to attempt Kindergarten exit door before attempting to exit kitchen door adjacent to Manic Monsters. Room Leader/Deputy Room Leader to ensure that the room is empty before exiting ensuring they have the register and children's medication box with them.

Room Leader/ Deputy Room Leader is to ensure that the disabled toilet and the children's toilets are empty before exiting the building.

**It is important to remember that a member of staff is positioned at the front and middle of the children with the Room Leader/Deputy Room Leader at the back after completing a final sweep of the room and collecting register.**

**Duties of Kerry Allen (Nursery manager/Health & Safety Officer) Naomi Washer (Deputy Manager) Diana Baldock (Lead Senco) and delegated Baby Room Leader:**

If Manic Monsters Fire Wardens are not present on site, the Nursery Manager/ Deputy Manager is the control panel warden. If both Manager, Deputy Manager and Lead Senco is absent from the room at the time of the fire alarm, the delegated Baby Room Leader will carry out the following;

- Collect the staff register, Fire Wardens Jacket, Children's emergency contact details, evacuation bag, staff medication and mobile phone.
- Help staff to escort the children to the fire point.
- Take the register for the staff and children or delegate another member of staff to take one of the registers.
- Ensure all staff and children assemble safely while waiting for the fire brigade to arrive and assess the situation.

*If the Deputy Manager is acting Manager for the day, then they will perform the Managers role.*

**The fire drill 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.
- State whether it was a practice

**Emergency Fire Evacuation Kit Bag – To be kept within reach of the fire exit:-**

- 4 Blankets
- Steri- bottles
- Cartons of all relevant formula milk
- Disposable bibs
- Breadsticks
- Rusks
- Disposable cups
- Bottled water
- Nappy mat
- Selection of nappies
- Baby wipes
- Anti-septic wipes
- A torch
- Selection of books and toys
- Sun cream

*Please check, replace or replenish items within the Fire Evacuation Kit Bags regularly*

**Legal framework**

- Regulatory Reform (Fire Safety) Order 2005  
[www.opsi.gov.uk/si/si2005/20051541.htm](http://www.opsi.gov.uk/si/si2005/20051541.htm)

*This policy was revised at a meeting in January 2019. Kerry Allen (Nursery Manager/Health & Safety/Fire officer) and Naomi Washer (Deputy Manager) were present.  
(Policy and procedure will be revised again during the month of January 2020 term).*