

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
 - For Manic Monsters, these are carried out by Nick Whitley (Director, Fire Safety Officer/Health and Safety officer) and Rob Jamieson (Manager/ Fire Safety Office).
 - For the Nursery, these are carried out by Kerry Allen (Manager, Fire Safety Officer/Health and Safety officer) and Naomi Washer (Deputy Manager/ Fire Safety Office).
- Risk Assessments are carried out by;
 - For Manic Monsters, Nick Whitley & Rob Jameson
 - For the Nursery, Kerry Allen & Naomi Washer
- 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 Manic Monsters is the outside of the Car-park entrance.

The Nursery Fire point is the entrance of the Woodland Car-park. If the Nursery is facilitating Manic Monsters then the Evacuation point is the same for Manic Monsters.

Walki-Talkie Channel

Nursery -1

Manic Monsters -2

For an evacuation, all change to -2

Fire Wardens;

Nursery Manager	Kerry Allen
Deputy Nursery Manager	Naomi Washer
Senco	Diana Baldock
Manic Monsters Manager	Rob Jamieson
Director	Nick Whitley
Director	Rachel Whitley
Kitchen Manager	Sharon Hawkins
Kitchen Assistant	Sally Hawkins
Manic Monsters Supervisor	Encarni Gomez

Fire evacuation process

Once the fire alarm is sounded, the Kitchen Fire Wardens (Kitchen Manager/ Kitchen Assistant) will turn off electrics in kitchen, print the "Fire" list from the till, collect their Fire Warden Jacket, pen & Walkie-Talkie and check the fire control panel to assess where the alarm has gone off. The Kitchen Fire Warden will then use channel 2 to inform Management of the zone on the control panel that highlights the fire risk (If the nursery does not respond to channel 2, then use channel 1 to remind them to switch channel). The warden will then leave by the Nursery office exit, shutting doors behind them and control traffic in the drive. The warden must stay on channel 2 of the walkie to keep communication open. If customers leave the venue the warden will check them off the fire list.

If any 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 Manic Monsters 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 2

If the alarm is known to be a false alarm such as a break glass has been broken by accident or burning in the kitchen without an actual fire or faulty break glass panels etc., we will not evacuate and we will inform customers it is a false alarm. The sounder will be silenced until we reset the alarm. The Duty Manager will call ADT to inform them that it is a false alarm.

Manic Monsters Fire Warden will take sole responsibility calling the emergency services. 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

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

Evacuating Process for the Nursery:**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/Pre-School 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 Pre-School 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.

Kindergarten 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. Kindergarten room are to attempt Pre-School 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.

Outside learning provision

If this area is being utilised when the fire alarm sounds, Kerry Allen (Nursery Manager) and/or Naomi (Nursery Deputy Manager) and/or Diana Baldock (Lead Senco) will contact the lead at the outside provision and advise them to remain where they are and when it is safe to return.

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
- Disposable bibs
- 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

Evacuation Process for Manic Monsters

The Duty Manager will be responsible for organising the public and staff. They will collect the fluorescent jacket from the office, a first aid kit; staff register and print a fire list. The Manager will help the public to leave and meet at the Assembly point. Once the Play centre is evacuated they will go to the assembly point, closing the door behind them and to organise the public. They will appoint a member of staff to take the staff register. The Duty Manager will ensure the customer register is being taken or delegate or check the customers off the "Fire List" and locate public or staff not present. They will then appoint a member of staff to liaise with the Control Panel Fire Warden and/or nursery to ensure communication to all areas. The Duty Manager will then organise the staff to assist, calm and keep the public contained at the assembly point until instruction is given by the Fire Brigade to enter the building. All Employees should use channel 2 on the Walkie-Talkies.

Staff and Public evacuation

Kitchen Staff

Any kitchen staff other than the Fire Warden will help turn off electrics in the kitchen, inform the café staff they are leaving and evacuate through the Kitchen Fire Exit, shutting the door behind them and going straight to the Evacuation point for Manic Monsters to help keep the public in the correct area.

Reception Staff

The member of staff on reception is responsible for making sure the fire doors are opened on the lower floor, checking the toilets, party room/ tents and office is empty and printing a "Fire List". They will unlock the reception doors so they swing open, and put the automatic doors on "open". They will ensure all children are off the frame and all public have left the building. Once cleared, they inform the café staff that the lower floor is all clear, collect the Fire evacuation first aid bag from reception before leaving the premises, closing the fire doors behind them. Once they are at the assembly point they can start to call the customer register.

Café staff

The cafe staff are responsible for turning off all the cafe electrics, clearing the upper floor and opening the fire doors on the upper floor. Once all the customers have left the upper floor they will stand at the top of the café stairs to stop further customers coming up. They must guide customers to their nearest exit either through the kitchen or nursery garden and wait to inform the lower floor staff that the upper floor is clear. If there is more than one café staff, one will stay at the top of the stairs, the others will help the public leave the lower floor of the premises. Once they have communicated with Reception staff that all levels are clear, they will then leave their floor level by the nearest exit, closing fire doors behind them.

Party/Floating Staff

All other staff must make sure everyone leaves in a timely and calm manner. All doors must be opened as soon as the alarm is sounded and closed on leaving the building once everyone has left. They will assist the reception staff in helping children off the frame and customers leaving the building.

The Party host will help parents and children leave via the nearest exit and then help the rest of the public to leave. They may need to go into the frame to help children find their way out.

In the event that the nursery is visiting the Play centre, they must be considered part of the public. They will follow our evacuation process and will require help in evacuating all the children. This applies even if they are in the Play Centre before we open to the public. The nursery will have their own child/staff register which they will take and will stand separately but next to the main customers.

At Manic Monsters the Assembly Point

All staff must be quiet and organised, must make sure they are called on the register and help take all the customers names on the fire list. Customers should be asked to stay at the assembly point area and encouraged not to drive away as they may block the access for the fire engine.

All staff and public may enter the building when the fire brigade give their permission or if an assessment has been made it the alarm was false.

Once the evacuation is over, the Duty Manager communicate with the nursery and Kitchen warden by Walkie-talkie. They will write up a report on the evacuation and file in the fire folder. They will check all fire doors are closed and the fire panel re-set correctly.

Notes;

Once out of the building no one must re-enter without permission from the Fire Warden.

Monthly Fire tests and Nursery Evacuations must be carried out to ensure the staff/children are familiar with the procedure.

This policy was revised at a meeting in October 2019. Kerry Allen (Nursery Manager/Health& Safety/Fire officer) and Naomi Washer (Deputy Manager), Rachel Whitley (Director) were present.

(Policy and procedure will be revised again during the month of January 2020 term).