

The Enchanted Wood Day Nursery Ltd: Safety and Suitability of Premises, Environment and Equipment

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 Management Team and staff members 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 as well as 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'.
- The nursery Fire Safety Risk Assessment is completed annually by the Nursery as well as liaising with the Deanes school with their own safety measures.
- Our fire safety risk assessment focuses on the following for each area of the Nursery:
 - Electrical plugs, wires and sockets
 - Electrical items
 - Cookers
 - Flammable materials- including furniture, furnishings, paper etc.
 - Matches
 - Flammable chemicals
 - Means of escape
 - Anything else identified.

Fire safety precautions taken

- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire fighting equipment conform to BS EN standards, are fitted in appropriate high-risk areas of the building and are checked as specified by the manufacturer.

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

- All electrical equipment is checked annually by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced.
- All electrical sockets are covered.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
 - clearly displayed around the premises;
 - explained to new members of staff, volunteers and parents; and
 - practised regularly, usually termly.
- Records are kept of fire drills and the servicing of fire safety equipment.

Emergency evacuation procedure

Our nursery fire procedure for practice drills includes the following:

Fire Alarms located at the end of each wing near the fire exit doors and in the Kitchen.

SIGNAL Continuous ringing of fire alarm, smoke alarms activated or a vocal shout of "FIRE".

UPON DISCOVERY OF A FIRE:

1. Raise the alarm, by activating alarm call point.
2. Shut all Fire Doors.
3. Evacuate the children ensuring you take the room register in order to ensure all children are accounted for.

The primary function of all staff is to ensure that all children are safely evacuated from the building as soon as possible.

A. Members of staff supervising at the time of the alarm should escort their group to the assembly point (the path behind the Nursery Parking Bays).

B. Staff not supervising at the time of the alarm should assist with the evacuation of the building and check toilets, all play areas and rooms where children are likely to be. They should assemble at the assembly point at the climbing frame.

C. On leaving the area the responsible person should, if possible, check that all doors are closed, NOT Locked. Every effort should be made to ensure that all electrical appliances in use are switched off.

Managers or Deputy's Role:

- Make sure every child, parent, visitor and member of staff is out of the building.
- Take Key, Mobile Phone, Evacuation File, Staff and Children's Register.
- Call emergency services.
- On arrival at the assembly point, take registers to ensure that nobody is missing.
- If necessary, contact all children's parents/guardians.

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 the building.

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

- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

Fire Extinguishers in the Nursery are located:

- Hedgehogs room
- Foxes Room
- Squirrels Room
- Opposite the washing room
- In the Plant Room

All Kitchens have multiple Fire blankets

Legal framework

- Regulatory Reform (Fire Safety) Order 2005