



## Fire safety procedures

### Fire safety

- The setting management has access to, or a copy of, the fire safety procedures specific to the building and ensure they align with these procedures. The setting management makes reasonable adjustments as required to ensure the two documents do not contradict each other.

### Fire safety risk assessment

Fire safety risk assessment form is carried out in each area of the setting by a competent person using the five steps to fire safety risk assessment as follows:

#### 1. Identify fire hazards

- Sources of ignition.
- Sources of fuel.
- Sources of oxygen (including oxygen tanks for disabled children).

#### 2. Identify people at risk

- People in and around the premises.
- People especially at risk including very young babies, less ambulant disabled children or those using specialised equipment, such as splints, standing frames.

#### 3. Evaluate, remove, reduce and protect from the risk

- Evaluate the risk of the fire occurring.
- Evaluate the risk to people from a fire starting on the premises.
- Remove and reduce the hazards that may cause a fire.
- Remove and reduce the risks to people from a fire.

#### 4. Record, plan, inform, instruct, train

- Record significant findings and action taken.
- Prepare an emergency plan.
- Inform and instruct relevant people; inform and co-operate with others.
- Provide training.

#### 5. Review

- Keep assessment under review and revise when necessary.

The fire safety risk assessment focuses on the following for each area:

- Electrical plugs, wires, sockets.
- Electrical items.
- Gas boilers.
- Cookers.
- Matches.
- Flammable materials, including furniture, furnishings, paper etc.
- Flammable chemicals (which are also covered in COSHH).
- Means of escape.
- Any other, as identified.

#### **Fire safety precautions include:**

- All electrical equipment is checked by a qualified electrician annually.
- Any faulty electrical equipment is taken out of use and recorded as such or condemned (whichever is necessary).
- Sockets are covered. This is different to using plug sockets inserts, a socket cover, covers the whole socket, including the switch and is safe to use.
- Water and electrical items do not come into contact; staff do not touch electrical items with wet hands.
- All fire safety equipment is checked annually.
- Gas boilers and cookers are checked and serviced annually by a Gas Safe registered engineer.
- If matches are used in the kitchen, they are kept in a drawer.
- Oxygen tanks.

## **Fire Drills**

- Fire Drills (to include emergency evacuation procedures and lock down) are held at least termly.
- Drills are recorded, including:
  - date of drill
  - staff involved and numbers of children
  - how long it took to evacuate
  - any reason for a delay in achieving the target time and how this will be remedied

## **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 precautions**

- Fire exit signs are the green 'running man' signs and are in place and clearly visible.
- Fire exits by doors are those that show a green light at night.
- Fire doors are not locked during normal working hours.

- Fire evacuation notices are in every room; these are displayed in print large enough to read from a short distance. They say where the assembly point is.
- Fire alarms are in place and tested monthly, and where necessary supplemented with visual warnings. This is recorded.
- Smoke alarms are in place and tested monthly. This is recorded.
- A fire blanket is in place in the kitchen (and any other location where there is a cooker).
- Fire extinguishers are in place and are appropriate

### **Further guidance**

Fire Safety Risk Assessment: Educational Premises (HMG 2006): [www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises](http://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises)