

# **Birdwood Nursery Fire Safety and Emergency Evacuation Procedure**

## **1. Policy Statement**

We ensure the highest possible standard of fire precautions are in place. The Nursery Manager and our staff are familiar with the current legal requirements. Where necessary we liaise with the church as they own the building for Hall-related questions. A Fire Safety Log Book is used to record the findings of risk assessments, any actions taken or incidents that have occurred, and our fire drills. We ensure our policy is in line with the procedures specific to our building, making reasonable adjustments as required.

## **2. Procedures**

### **2.1 Fire safety risk assessment**

- The basis of fire safety is risk assessment, carried out by a 'competent person'
- The Nursery 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
  - Flammable chemicals
  - Means of escape
  - Anything else identified
- Where we rent premises, we will ensure that we have a copy of the fire safety risk assessment that applies to the building and that we contribute to regular reviews.

### **2.2 Fire safety precautions taken**

- We ensure that fire doors are clearly marked, never obstructed and easily opened from the inside
- The 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
- The electrical equipment is checked every two-years by a qualified electrician supplied by the Church. Any faulty electrical equipment is taken out of use and either repaired or replaced.
- Our emergency evacuation procedures are checked by the Nursery Manager and are:
  - Clearly displayed in the premises

- Explained to new members of staff, volunteers and parents
- Practised regularly, at least once every six weeks
- Records are kept of fire drills and of the servicing of fire safety equipment.

## **2.3 Emergency Evacuation Procedure**

### **2.3.1 Fire Signal**

3 blasts of the whistle or the fire alarm.

### **2.3.2 Procedure in the Main Hall**

- Assemble all the children and exit by the nearest clear exit
- Staff who are inside to check the toilets
- Nursery Manager and Deputy Nursery Manager to collect the register and ring 999
- The children are to wait in the church car park where the register will be taken
- After the register is completed, the children will then be walked safely over to the New Inn pub to wait. Parents will be contacted to collect their child from there.

### **2.3.3 Procedure in the Backroom**

- If you are in the backroom, you must assemble all the children and all exit by the nearest and safest exit
- Make the way to the front of the church by the safest route
- Meet up in the church car park with the rest of the nursery for the register.

### **2.3.4 Procedure if in the garden**

- Assemble all the children by the green gate in the back corner of the garden
- When the gate opens hook it back, so it does not close, walk children around the church to the car and the rest of the nursery for the register.

## **2. 4 Fire drills**

We hold fire drills termly and record the following information about each fire drill in the Fire Safety Logbook:

- 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.