

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

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency, and must have an emergency evacuation procedure.

Parc Eglos Nursery: 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. Our staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person: **Health and Safety Manager and a Fire Representative**. A Fire Risk Assessment is carried out annually and recorded in the Fire Log in the cupboard outside the main school office.

Procedures

Fire safety risk assessment

- Our H & S Manager has received training in fire safety sufficient to be competent to carry out the risk assessment; this 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 etc.
 - Flammable chemicals .
 - Means of escape.
 - Anything else identified.
- 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.

Fire safety precautions taken

- We ensure that fire doors are clearly marked, never obstructed and easily opened from the inside.
- We ensure that 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.
- We have all electrical equipment checked annually. Any faulty electrical equipment is taken out of use and either repaired or replaced.
- We ensure sockets are covered. 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 per term and during the Wrap Around Provision.
- Records are kept of fire drills and of the servicing of fire safety equipment.

Emergency evacuation procedures

The children are familiar with the sound of the fire alarm through regular practises

- Fire exits are clearly marked
- **The Nursery Manager** or if not present, the Room Leaders, are responsible for ensuring that the Red Book (Main Register for Frogs and Tadpoles) is retrieved from the Office and taken to the Fire Assembly Point.
- Staff from the building safely lead children to the assembly point on the Infant Playground
- Children will be accounted for by the **manager** or the **Room Leaders or most senior member of staff** present, using the red book as the key register.
- Children should be led out safely in the shortest possible time
- Parents are contacted by the administrative staff from the Nursery and School, who have access to the children's records.
- We ensure that the school's Fire Policy is followed which sets down procedures for alerting the emergency services. This would be carried out by staff in the school office who are nearest to the telephone.
- Please see School Fire Policy

Fire drills

We hold fire drills termly and during Wrap Around Provision and the **Manager/Boomerang Leader** record the following information about each fire drill in the fire drill record book:

- 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.

School Policy

Please see also Parc Eglos whole school policy

Legal framework

- Regulatory Reform (Fire Safety) Order 2005

Further guidance

- Fire Safety Risk Assessment - Educational Premises (HMG 2006)

This policy was adopted by

Pathways Nursery

On

9th December 2013

Review dates:

Jan – March 2015

Next Review by March 2018

Parc Eglos Nursery

Mr Marc Talbot

Chair of Governors

Signed on behalf of the provider

Name of signatory

Role of signatory