



Education, Encouragement, Enjoyment

Meadow Nursery School Policies and Procedures



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

8.5 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 person in charge and staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Officer.

Procedures

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- The manager has received training in fire safety sufficient to be competent to carry out the risk assessment; this is written as there are more than five staff and follows the Government guidance Fire Safety Risk Assessment - Educational Premises (HMG 2006).
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- 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.
- Electrics are tested (PAT) on an annual basis in line with current regulations.
- 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 of the servicing of fire safety equipment.

Emergency evacuation procedure

- Fire Drills take place every term and happen every day over a week long period so that all children experience the drill and are happy with the routine.
- The whistle is blown three times and a member of staff escorts the children out of the nursery building by the nearest door.
- The exit of all children and staff is completed within approximately 30 seconds.

- Staff check toilets, home corner and hide-outs in and out of the nursery for stray children.
- The children walk and line up near the fence in St Paul's Junior School entrance.
- A head count is done of children and staff by the leading member of staff and numbers checked against the register.
- The register contains lists of parents' telephone numbers to call in the event of a real emergency.
- The fire brigade is called.
- Children are reassured and spoken to about the drill. They are taught the emergency number 999.
- When given the all clear, children and staff re-enter the building.
- A full-site fire drill including Walter Infant School and St Paul's Junior School is carried out twice a year.

The fire drill record book contains:

- The date and time of the drill.
- How many children and adults were present.
- How long it took.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

Legal framework

- Regulatory Reform (Fire Safety) Order 2005

Further guidance

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

This policy was adopted at a meeting of	Meadow Parents' Association Committee Meeting
Held on	31 st March 2014
Policy reviewed and amended	January 2018
Next review date	January 2019
Signed by Chair	
Name	Annette Medhurst
Signed by Nursery Manager	
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