

Hythe Bay Children's Centre

Fire safety and emergency evacuation

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.

Policy statement

We ensure the highest possible standard of fire precautions are in place. The person in charge and our staff 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 and 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 manager has received training in fire safety sufficient to be competent to carry out the risk assessment; this will be written 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 etc.
 - 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.

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 by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced.
- 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

- Children and staff will hear the fire drill loudly sound through the school system. Those that can't hear, will be communicated to about the fire drill by the manager, or an appropriate member of staff if it is part of their personal emergency evacuation plan.
- The fire exits are clearly labelled, and are pointed out to new staff members and visitors. Posters display the assembly point on the school playground.
- Room Leaders collect the registers, contact files, and fire bag. In the absence of the room leader, the nominated deputy will take on this role. Staff members lead children to the assembly point from the building, carrying any small children to safety. Baby room staff members place the babies into evacuation cots, counting them, and then wheel the cots out to the assembly point. Staff members will remain calm at all times and will not stop for personal belongings or shoes. The manager will check all rooms including the toilet and sleep room, to ensure that no children, staff members or visitors are left in the building. The manager will close all doors and windows, if safe to do so. The manager will collect the nursery phone, a mobile phone, the contacts file, visitor log, and the staff sign in sheet before joining the rest of the nursery on the playground.
- All staff and children will stay together in their areas at the assembly point. The room leader will register the children to ensure they have all been evacuated. The manager will register the staff members and visitors. During term time, the manager will inform the school staff whether or not all children and adults are present at the assembly point.
- In the event of a real fire, the fire brigade will be called by the school's designated person during term time, or the nursery manager out of term time. No one shall return to the building until the fire brigade say it is safe to do so. The manager might consider calling parents to collect their children.

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.
- 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)