



5.3 Fire safety and emergency evacuation

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The Manager and Governors are familiar with the current legal requirements. Where necessary we seek the advice of a competent person. All staff are required to have fire safety training. A fire drill log is kept and any actions logged.

Fire safety risk assessment

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- The Manager will carry out a risk assessment; this will cover 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.
 - 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 Memorial Hall and its' buildings 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 regularly.

- We have all electrical appliances 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 explained to all staff, volunteers and parents. These are practiced regularly, at least every half term.
- Records are kept of fire drills and of the servicing of fire safety equipment.

Emergency evacuation procedure

- Children being familiar with the sound of the fire alarm.
- Children, staff and volunteers knowing where the fire exits are.
- Children being led from the building to the assembly point.
- Children to be accounted for and who by.
- The length of time it takes to get the children out safely.
- Parents being contacted.
- Where children are to be collected from in event of an emergency.

Fire drills

We hold fire drills termly and record the following information about each fire drill in the filing cabinet:

- Number of adults and children involved.
- How long it took to evacuate.
- Whether there were any problems.
- Any further action taken to improve the drill procedure.

Emergency and Evacuation Policy

The nursery will plan for and respond effectively to fire and emergency evacuations. Evacuation may be required in the event of fire, chemical spill, bomb scare, earthquake, gas leak, flood. Planning for and responding effectively to fire and emergency evacuations is important to ensure the safety in our setting.

Practices-

- To effectively plan and respond to fire and emergency evacuations, the nursery will:

- Identify potential emergencies
- Have fire extinguishers readily available near areas where fires are likely to start, such as the kitchen. Extinguishers are tested annually.
- Escape routes are kept clear of obstructions at all times
- Evacuation areas are selected and all staff are aware
- The designated safe building is Shiplake C of E Primary school
- One member of staff is to collect the register which consists of children's names, addresses, phone numbers and emergency contact details
- Develop, keep up to date and tell visitors, fire and emergency evacuation plan which includes:
 - Fire drills are practised termly and documented with the date and time
 - Pre planned designated meeting area, next to the tennis court or extreme situation to Shiplake Primary school
 - Account for all staff, visitors and children
 - Comfort any distressed children
 - Dial the emergency services if needed
 - When in a designated safe place contact all parents/carers to collect the children

Legal framework

- Regulatory Reform (Fire Safety) Order 2005

Further guidance

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

Policy Renewal Date: 05/02/2019