Promoting health, safety and hygiene

3.13 Fire Safety & Emergency Evacuation

Policy Statement

We are familiar with current fire safety legislation and keep fire risks low by ensuring high standards of fire precaution.

Fire safety precautions taken

- We have appointed fire wardens who have completed appropriate training. Fire wardens in the pre school barn are Jenny Harrison and Vicky Smith. Fire wardens in the nursery Barn are Billie Lambell and Chanelle Lamb. Hayley Majeika and Sophie Sweeney are also fire wardens. All Fire wardens have high vis Fire Warden Vests.
- Fire warden training and general fire safety training is delivered annually.
- Fire doors & exits are clearly marked, never obstructed or propped open. Fire doors in lower building are linked to a magnified device.
- Smoke detectors/alarms and firefighting equipment conform to BS EN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- All portable electrical appliances are checked annually by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced.
- Our emergency evacuation procedure is practiced at least every six weeks and is clearly displayed on the premises with records kept of drills and servicing of equipment.
- Our fire meeting point is changeable dependent on the location of the fire:
    - Fire in Nursery Barn, meeting point will be Preschool Barn.
    - Fire in Preschool Barn, meeting point will be under the playground shelter.
    - Additional meeting point if required is located in the parent/ visitor car park and designated by the appropriate signage.
- We test our fire alarm break glass weekly.
- We have personal Emergency Evacuation plans (PEEP) in place for those who require it.

Procedure

Our emergency evacuation procedure For the ***Office*** is as follows:

- Person discovering the fire is to raise the alarm by pressing one of the break glasses, situated in the front and back office. Only fight the fire after sounding the alarm, if you feel it is safe to do and if by not extinguishing it will lead to a greater risk. The emergency services will be called immediately. One member of

staff will be designated to meet the emergency responders at the main nursery gate.

- All staff should leave what they are doing and exit the building at the closest sign posted emergency exit, fire marshals to check that their designated area is clear (if safe to do so) before leaving. All staff, visitors and children should leave personal belongings behind. Ensure that all doors are closed behind you as you leave.
- The person in charge should collect the daily register and a mobile phone as they leave.

Fire Marshalls in the **Office** are:

- Hayley Majeika
- Sophie Sweeney

Designated areas in the **Office** are as follows;

- Back office & toilet
- Middle office
- Front office

Our emergency evacuation procedure For the **Nursery Barn** is as follows:

- Person discovering the fire is to raise the alarm by ringing either of the break glasses, situated by the Otters room or in between the Rabbits and Squirrels rooms. Only fight the fire after sounding the alarm, if you feel it is safe to do and if by not extinguishing it will lead to a greater risk. The emergency services will be called immediately. One member of staff will be designated to meet the emergency responders at the main nursery gate.
- All staff should calmly ask the children to leave what they are doing, and lead them outside, fire marshals to check that their designated area is clear (if safe to do so) before leaving. All staff, visitors and children should leave personal belongings behind. Ensure that all doors are closed behind you as you leave.
- Nursery Barn Room Leaders (or person covering) will evacuate their children from the room, exit the barn via the main door providing it is clear, and lead them from the nursery barn into the dining rooms of the preschool barn at which point a headcount will be carried out.
- Senior members of staff will make any necessary provision for the children with additional needs/ disabilities. Staff with PEEPs in place will be supported as required.
- The person in charge takes a register of the children and staff once at the designated fire assembly point and checks with each fire marshal to ensure their designated area was clear.

- Parents will be notified of the incident and asked to collect their children when it is deemed safe to do so.

Fire Marshalls in **Nursery Barn** are:

- Billie Lambell – Rabbits room (ground floor)
- Chanelle Lamb – Otters room (upper floor)

Designated areas **Nursery barn** are as follows;

- Rabbits room leader – room and toilet, and adult toilet in hallway
- Squirrels room leader – room, snack room and toilet
- Hedgehogs room leader – room and toilet
- Otters room leader – room and toilet

Our emergency evacuation procedure for the **Preschool Barn** is as follows:

- Person discovering the fire is to use the break glass situated in one of five places (kitchen, outside dining room, top of stairs (x2) and the bottom of the stairs by fire escape route). Only fight the fire after sounding the alarm if you feel it is safe to do and if, by not extinguishing it will lead to a greater risk. The emergency services will be called immediately. One member of staff will be designated to meet the emergency responders at the main nursery gate.
- Julie Queygan (food handler) will shut off the mains electricity via the isolation switch located to the right-hand side of the cooker.
- All staff should calmly ask the children to leave what they are doing and leave the building via their closest sign posted emergency exit, fire marshals to check that their designated area is clear (if safe to do so) before leaving. All staff; visitors and children should leave personal belongings behind. Ensure that all doors are closed behind you as you leave.
- Preschool Barn Room Leaders (or person covering) will evacuate their children from the room, exit the barn via their closest sign posted emergency exit, and lead them from the preschool barn to the playground shelter at which point a headcount will be carried out.
- Senior members of staff will make any necessary provision for the children with additional needs/ disabilities. Staff with PEEPs in place will be supported as required.
- The person in charge takes a register of the children and staff once at the designated fire assembly point and checks with each fire marshal to ensure their designated area was clear.
- Parents will be notified of the incident and asked to collect their children when it is deemed safe to do so.

Fire Marshalls in **Preschool Barn** are:

- Jenny Harrison, Owls room (upper floor)

- Vicky Smith, Swans room (Ground floor)

Designated areas **Preschool Barn** are as follows;

- Swans room leader – room and toilet, and staff room
- Ducks room leader – room and toilet
- Owls room leader - checks Badgers, Foxes and Owls classrooms and toilets
- Julie Quegan – kitchen and dining rooms