



**EYFS: Safeguarding and Welfare Requirements**  
**3.54 & 3.55**

## **Safety and Suitability of Premises, Environment and Equipment**

### **3h.3 Fire Safety and Emergency Evacuation**

#### **Policy Statement**

- At Auden Place Community Nursery, 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 a qualified Fire Marshall (Management)

#### **Procedures**

- The basis of fire safety is risk assessment, which is carried out by a 'competent person'.
- At Auden Place, we use a company called "Office Test" to carry out our annual Fire Risk Assessment. A smaller monthly assessment is carried out by our Health & Safety Officer.
- The manager and Health & Safety Officer have received sufficient training in fire safety to be competent to carry out the risk assessment.
- Our fire risk assessment is in written form as we employ more than five staff.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire-fighting appliances/sprinklers conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- All doors are fitted with fire alarm locks, ensuring that if an alarm is sounded, the doors will close automatically.
- Our emergency evacuation procedures are:
  - Clearly displayed in the premises.
  - Explained to new members of staff, volunteers and parents.
  - Practised regularly, at least once every 6-8 weeks.
- Records are kept of fire drills and the servicing of fire safety equipment.
- Registers are kept in rooms, and staff complete this regularly ensuring that all children are accounted for. Staff regularly check numbers of children. If/when a fire alarm is sounded, it is this register that is taken out with the children to check that all children are accounted for.

#### **Responsibility of the Nursery Manager and the Fire Marshall.**

- All fire exits are clearly marked and unobstructed when the premises are occupied.
- All children, staff, placements and volunteers are familiar with the fire drill procedure and this is clearly posted throughout the nursery.
- Fire drills are held at least once every 3 months.
- All portable electrical equipment is annually tested in accordance with P.A.T. (portable appliance testing).
- All fire-fighting appliances are clearly visible and not abused, e.g. used as door props.
- All staff are trained in fire safety and this training is regularly updated.



### **Responsibility of the Employer in Conjunction with the Nursery Manager:**

- Adequate fire extinguishers of the appropriate type exist and are properly maintained.
- The premises are inspected annually for fire safety.
- Staff are aware of the different types of fire extinguishers and how to use them. This will be part of a full training session on fire safety.
- Fire and smoke alarms are fitted as required and regularly checked.

### **Fire and Emergency Evacuation Procedures**

The following procedures are to be followed by any visitor, staff member or contractor in the event of a fire or other hazard:

- Pressure should be applied to the red boxes to initiate the alarms.
- The first priority of nursery staff must be to ensure that children are safely evacuated.
- Only fight the fire if it is possible to do so without endangering yourself or others, using the appliances provided, and only if you have received training and/or had experience in the use of the available appliances. Do not be a hero.
- Upon hearing the fire alarm the nursery must be evacuated in accordance with the instructions specified in the fire notice, a copy of which is displayed in every room. Escort the children quickly, quietly and calmly from the building through the exits, closing the door behind you. Do not stop to collect personal belongings.
- The first member of staff passing it must collect the daily register and take it to the assembly point. All registers from the rooms must be brought with the children in the evacuation.
- Having evacuated the building, all staff, children, visitors and contractors must report to the assembly point specified in the fire notice.
- Call the Fire Brigade (999)
- The assembly point is at the back entrance to Flats 8 – 13.
- The room seniors and management will check the names of all children and staff against registers and, if necessary, conduct a second count to ensure that no-one is missing.

It is the duty of all members of staff to familiarise themselves with the instructions set out in the fire notice and take responsibility for visitors in the event of an evacuation.

The fire drill record must contain:

- Date and time of the drill.
- How long it took.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

### **Procedures to be Followed After a Fire**

- The most senior member of staff on the premises will be responsible for contacting and informing parents/carers and next of kin of the situation, using the contact numbers for the children and staff on the register, and will oversee the safe collection of each child.



- As soon as possible the chair of the Management Committee will be informed of the situation.
- The Health and Safety Executive, insurance company and Ofsted must be informed of the situation as soon as possible.
- A report must be made as soon as possible of events leading up to the fire, and made available to the MC and relevant agencies.

**Legal framework**

- Regulatory Reform (Fire Safety) Order 2005  
[www.opsi.gov.uk/si/si2005/20051541.htm](http://www.opsi.gov.uk/si/si2005/20051541.htm)