

18. Fire Prevention and Precaution Policy

Legal Framework

Fire Safety Order 2005, 2010

Health and Safety at Work Act 1974, 1999

Health and Safety Regulations 1996, 2013

EYFS Welfare Requirement: Suitable Premises, Environment and Equipment

National Standards: Standard 6 – Safety

Name of Responsible Person: All Staff

All employees are responsible for preventing any possible cause of fire and for knowing what action to take in the event of a fire breaking out. All staff are given this information on induction and are advised to read fire procedures displayed in each room.

Fire escapes are clearly marked and evacuation procedures displayed in appropriate areas of the buildings. Fire detection equipment is installed in the building and tested regularly.

Suitable fire fighting equipment is stored in strategic areas of the building and regularly maintained by an outside contractor. The Health and Safety Officer keeps a record of this maintenance.

All students and new staff are made aware of our settings fire safety regulations the first time they are in the setting.

In the event of a fire or evacuation of the building, all supernumerary staff will be expected to assist with the prompt evacuation of the babies and youngest children. The Manager or Deputy will take charge of the evacuation, assisted by the qualified Fire Warden.

During their induction period, and periodically thereafter, all employees will be tested on their knowledge of fire safety guidelines including

- Where fire fighting equipment, alarm points and fire exits are located.
- Knowing how to use fire fighting equipment.
- Understanding the procedure for evacuating the children swiftly and calmly.
- Being aware of the documentation used to ensure the building has been evacuated.
- Keeping fire exits free from obstruction and in use at all times.
- Ensuring all fire doors are kept closed.
- Taking part in regular evacuation drills.

- Attending any fire safety training provided.

Procedures

Fire Evacuation

Upkeep of Fire Fighting Apparatus

Contacting Parents in an Emergency

Fire Evacuation Procedure

- Fire and evacuation drills are held regularly to prevent the children becoming alarmed.
- During a real evacuation the Manager/Deputy or Fire Warden will contact the emergency services.
- Fire bells will be activated.
- In a drill the bells can be controlled by the person in charge.
- The senior person in each room is responsible for evacuating all children, parents, staff, students and visitors from their own rooms.
- The senior person from each room will ensure they have their register with them.
- Each register will be called once the evacuation point has been reached.
- Any absences will be reported to the Manager/Deputy immediately.
- The Manager/Deputy or Fire Warden will perform a sweep of the buildings, if it is safe to do so, to check that the area is fully evacuated.
- The youngest babies have the fire cot which is accessed from the corridor for use during their evacuation.
- Any spare staff will be sent to support the immobile children to be evacuated.
- A written record is maintained of all evacuations and drills held and is stored in the Health and Safety file.
- Fire and evacuation drills are held as a minimum every 6 months.

Procedure for Upkeep of Fire Fighting Equipment

- The fire alarm is checked weekly and a record kept of its functionality.
- Any issues with the alarm will be reported immediately to the Health and safety Officer who will report them to the alarm maintenance team.
- The Health and Safety Officer will ensure the equipment is checked annually.
- The annual check on extinguishers is performed by Chubb Fire under our contract.
- In the event of the equipment needing attention the Health and Safety Officer will contact Chubb.

Procedure for Contacting Parents in an Emergency

- In the event of the building having to be evacuated and the children being unable to return, parents/carers will be contacted by the Manager, Deputy with the Senior staff support.
- The contact details for all parents are held in each room register and it is the senior staff member's responsibility to ensure these are up to date.
- If a problem is anticipated e.g. a loss of power or water, parents will be informed as soon as possible and they can make a decision on what they wish to do.
- If a decision is made to close the nursery all parents will be contacted by telephone and asked to collect their child.
- We will also use the local radio station to inform parents where possible.
- We will endeavour to keep the parents as informed and up to date as possible.
- We will endeavour to keep the settings open under all circumstances, except where the situation could be considered dangerous for children, staff or parents to collect.
- The setting will send out contact detail update forms annually but we also request parents inform us of a house move or new phone number as soon as possible.