

Felixstowe Nursery School

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

Fire safety and emergency evacuation

Statement:-Our settings aim is to ensure our premises present no risk of fire by ensuring our fire precautions and procedures are of the highest standard. We seek professional advice as and when required from the fire safety officers/brigade. A fire log book is used to record the findings of risk assessment, any actions taken or any 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. These are carried out by a competent person.
- We rent our building from St. John's Ambulance, they have displayed on the premises the fire risk assessment and dates when equipment is checked.

Fire safety precautions

- Fire doors are clearly marked and are always free from obstruction and easily opened from the inside.
- Fire drill practices are carried out at least twice a term.
- Fire- fighting appliances are in place and checked regularly
- The building is a no smoking premises; no smoking signs are visible at the main entrance and inside the building.
- There is a no smoking policy in force.
- There are smoke alarms/detectors in the corridor which are checked regularly by St. John's whom we rent the building from. A fire blanket is in the kitchen area.
- A record is made of fire drills, which was present and comments made about it, is documented on each occasion.
- All electrical equipment is checked and PAT tested yearly. All faulty equipment is repaired or discarded.

- All sockets have safety covers in place.

Our emergency evacuation procedures are-

- Clearly displayed on the notice board at the back of the main room and in the small room.
- Explained to new staff, volunteers and parents.
- Practised at least twice a term.
- Children are familiar with how we call a fire drill- by using the alarm. Everyone is made familiar with fire exits during induction to the setting.

On hearing alarm:-

- The manager will call fire service immediately.
- Person in charge of the room will collect registers.
- The deputies will lead children to nearest fire exit in a calm manner as quickly as possible
- The children will exit with staff and assemble in the church grounds.
- The manager will check all rooms to ensure all persons have evacuated the building for their own safety.
- The register will be taken to ensure all children and staff present.

A fire log is maintained and contains:-

- Copies of fire action procedure.
- Map of building showing fire exits and where appliances are.
- Date and time of drill.
- How long it took.
- Number of adults and children involved.
- Problems, risks identified that did or could delay evacuation.
- Action taken to improve drill procedure.
- Fire risk assessment.

Legal Framework

- Regulatory Reform(Fire Safety) Order 2005

Further guidance

Fire Safety Risk Assessment- Educational premises (HMG 2006)

This policy was adopted at a meeting of Felixstowe Nursery School.

Held on

Date to be reviewed.....

Signed by Chairperson.....

Signed by Manager.....