

# **FIRE SAFETY AND EMERGENCY EVACUATION POLICY**

## **INTRODUCTION**

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The owner and staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as the Fire Officer or Fire Safety Consultant. A Fire Safety Log Book is used to record the findings of risk assessment, any actions taken or incidents that have occurred, and fire drills.

## **PROCEDURES**

### **FIRE SAFETY RISK ASSESSMENT**

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- We will follow the Government Guidance Fire Safety Risk Assessment - Educational Premises (HMG 2006).
- We operate from rental premises, we have a copy of the fire safety risk assessment that applies to the building and we contribute to regular reviews.
- We ensure sockets are covered.
- Our emergency evacuation procedures are approved by the Fire Officer and are:
  - clearly displayed in the premises;
  - explained to new members of staff volunteers and parents;
  - practised regularly, at least termly, making sure that all the children in our setting experience the fire drill.
- Records are kept of fire drills and of the servicing of fire safety equipment.

### **FIRE DRILLS**

We hold fire drills termly and record the following information about each fire drill in the Fire Safety Log Book:

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

### **EMERGENCY EVACUATION PROCEDURE**

On hearing the fire alarm:

#### All Staff

- Calmly call children in your care together
- Visually check the space around you is empty
- Leave the building via the nearest, safe emergency exit
- Headcount the children in your care, alerting the manager if any are missing
- Remain outside the building until the manager deems the premises as safe

## Manager

- Assign the management of the children in your care to another member of staff
- Collect the registers, visitors book and contact information
- Sweep through the building to check for children or visitors left behind
- Ensure that the fire brigade have been alerted
- Remain outside of the building until a member of the fire authority deems it safe to return
- During drills, time and record the time taken to clear the premises

## CLOSING THE SCHOOL AT SHORT NOTICE

In very exceptional circumstance, Daisies Montessori Nursery School may need to be closed at short notice due to an unexpected event. Such incidents may include:

- Serious weather conditions
- Heating failure (in cold weather)
- Discovery of dangerous structural damage
- Fire scare
- Death of a member of staff or child.
- Serious accident or illness

In such circumstances, staff will ensure that all steps are taken to keep themselves and the children safe. If we cannot wait at the Nursery School, we will take refuge at Steve's Taxis (Ermine Street, Alconbury) and we will take steps to inform parents/carers to collect their children there. All children will be supervised until they are safely collected. If after every attempt the parent/carer cannot be contacted, The Daisies Montessori Nursery School will follow its Uncollected Child Procedure.