

# Little Swans Day Nursery

## Fire Safety and Emergency Evacuation Policy and Procedure

EYFS: 3.54, 3.55, 3.56
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At **Little Swans Day Nursery** we make sure the nursery is a safe environment for children, parents, staff and visitors through our fire safety and emergency evacuation policy and procedures.

Samantha Tranter, Nursery Manager and Elaine Boulton , Nursery Owner makes sure the nursery premises are compliant with fire safety regulations, including following any major changes or alterations to the premises and seeks advice from the local fire safety officer as necessary.

The Occupational Health, Safety Regulations and the Early Years Foundation Stage Framework requires settings to also have procedures in place in case of an emergencies. The implementation of an emergency evacuation plan at the nursery minimises the threat to life and property.

The named persons has overall responsibility for the fire drill and evacuation procedures. These are carried out and recorded every three months or as and when a large change occurs, such as a large intake of children or a new member of staff joins the nursery. These drills will occur at different times of the day and on different days to ensure evacuations are possible under different circumstances and all children and staff participate in the rehearsals.

The manager and nursery owner checks fire detection and control equipment and fire exits in line with the timescales in the checklist below.

**Fire checklist**

	Who checks	How often	Location
Escape route/fire exits (all fire exits must be clearly identifiable)	Samantha Tranter Elaine Boulton	Daily	Whole Nursery
Fire extinguishers and blankets	Samantha Tranter Elaine Boulton Outside Agency	Weekly Annually	Whole Nursery
Fire alarms	Samantha Tranter Elaine Boulton	Every 3 Months	Whole Nursery
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	Samantha Tranter Elaine Boulton	Daily	Whole Nursery

**Registration**

An accurate record of all staff and children present in the building must be kept at all times and children/staff must be marked in and out on arrival and departure. An accurate record of

visitors must be kept in the visitor's book. These records must be taken out along with the register and emergency contacts list in the event of a fire.

### **No smoking policy**

The nursery operates a strict no smoking policy – please see this separate policy for details.

### **Fire drill procedure**

On discovering a fire:

- Calmly raise the alarm by informing management and activating the smoke alarms
- Immediately evacuate the building under guidance from the
- Using the nearest accessible exit lead the children out, assemble at the main car park away from the building pass the 2<sup>nd</sup> disability parking space
- Close all doors behind you wherever possible
- Adults and children in the upper levels of the nursery must evacuate from the nearest exit and calmly make their way to the ground level and assemble at the meeting
- Babies and children who are unable to walk should be evacuated by passing the children one by one down the line two members of staff must remain with the babies while the others join them.
- Children and adults with a disability must be supported according to their need and this will be assessed individually during recruitment and registration procedures
- Do not stop to collect personal belongings on evacuating the building
- Do not attempt to go back in and fight the fire
- Do not attempt to go back in if any children or adults are not accounted for
- Wait for emergency services and report any unaccounted persons to the fire service/police.

If you are unable to evacuate safely:

- Stay where you are safe
- Keep the children calm and together
- Wherever possible alert the manager of your location and the identity of the children and other adults with you.

The Room Supervisor, Manager and Owner is to:

- Pick up the children's register, staff register, mobile phone, keys, visitor book and fire bag/evacuation pack (containing emergency contacts list, nappies, wipes and blankets)
- Telephone emergency services: dial 999 and ask for the fire service
- In the fire assembly point area – **(Outside main building on main car park)** check the children against the register
- Account for all adults: staff and visitors
- Advise the fire service of anyone missing and possible locations and respond to any other questions they may have.

### **Remember**

- Do not stop to collect personal belongings on evacuating the building
- Do not attempt to go back in and fight the fire
- Do not attempt to go back in if any children or adults are not accounted for.

### **Following occurrences of a real emergency evacuation, management MUST:**

- Document in detail the emergency evacuation situation and report to Ofsted
- Review and evaluate the measures taken
- Manage any identified hazards or risks in order to prevent the emergency occurring again

**Following an emergency evacuation practice/ fire drill. Management MUST document the following:**

- The date and time of the emergency evacuation/ fire drill practice
- Raise any concerns, or identified hazards and risks in order to eliminate or minimise those risks in a real emergency
- Complete the white fire log book. This can be found on the shelves outside the downstairs office

**Notification to Families**

If nursery experiences a real emergency evacuation families will be notified of the following:

- The nature of the emergency that occurred at its location
- Date and time of emergency
- How the children responded to the situation and what families and nursery can do/ will do to follow up the incident in order to support and reassure their child
- What precautions/ actions the nursery will take to prevent this kind of emergency occurring again or minimise the risk.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
<i>31<sup>st</sup> May 2017</i>		<i>June 2017</i>