



Little Swans Day Nursery Fire Safety and Emergency Evacuation Policy and Procedure

EYFS: 3.54, 3.55, 3.56

Fire Safety Management **July 2021**

Statement of Intent

Little Swans Day Nursery believes that ensuring the health and safety of staff, visitors, contractors and all relevant persons is essential to our success.

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

We are committed to

:

1. Preventing accidents and work-related ill health
2. Compliance with statutory requirements as a minimum
3. Assessing and controlling the risks that arise from our work activities
4. Providing a safe and healthy working and learning environment
5. Ensuring safe working methods and providing safe working equipment
6. Providing effective information, instruction and training
7. Consulting with employees and their representatives on health and safety matters
8. Monitoring and reviewing our systems and prevention methods to ensure their effectiveness
9. Setting targets and objectives to develop a culture of continuous improvement
10. Ensuring adequate welfare facilities exist throughout nursery
11. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practical

A Fire Safety Management System will be created to ensure the above commitments can be met. Employees throughout the nursery must play their part in the creation of a safe and healthy working environment for all.

Since February 2020 we have been working closely with Robert Coles a fire risk assessor and trainer from HRC Fire Consultancy Ltd. And also, Leanne Donnelly from West Midlands Fire Service. We have made major changes throughout the nursery ensuring we comply with up to date Fire regulations.

Under current fire safety legislation, it is the responsibility of the person(s) having responsibility for the building to provide a fire safety risk assessment that includes an emergency evacuation plan for all people likely to be in the premises including disabled people/children. This is reviewed annually or if there is a change in legislation.

This person is Samantha Tranter Nursery Manager or in the event of her absence Rose Boulton Assistant Manager (on maternity leave until April 2022).

The plan will be implemented in the following way and will not rely on the intervention of the Fire Brigade to make it work:

The Equality Act 2010 does not make any change to these requirements. It underpins fire safety legislation by requiring employers and organisations providing services to the public to take responsibility for ensuring that all people/children, including disabled people can leave the building safely in the event of a fire.

Where an employer or safety provider does not make provision for the safe evacuation of disabled people/children from its premises, this may be viewed as discrimination. It may also constitute a failure to comply with the requirements of fire safety legislation.

Registration

An accurate record of all staff, children, visitors and workers present in the building must be kept at all times. They must be marked in and out on arrival and departure. These records must be taken out along with the register and emergency contact list in the event of a fire so that we can record people present that have gathered in the allocated assembly point.

No Smoking Policy

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

What People/Staff Should Do if they Discover a Fire at the nursery

- Confirm if fire heat and smoke is present
- Raise the alarm by operating the nearest fire alarm call point
- Contact the emergency services giving them the information confirming it is a fire and answer the fire control operators' questions
- Upon hearing the fire alarm Fire Marshalls will begin evacuation of the building
- Leave the building by the nearest exit sweeping the premises as we go telling people to leave
- Close any doors en-route without delaying your escape
- Do not stop or return to collect personal belongings
- Do not use any firefighting equipment unless you have been trained to do so
- Pass any information about the fire to the responsible person at the assembly point
- Pass information to the fire service upon arrival including what and where the fire is and the possible involvement of any missing persons
- You must remain at the assembly place
- Return to the building only when authorised to do so by the officer in charge of the incident

Contacting the Emergency Services

Detail:-

- A member of management will contact the emergency services
- Mobile phone or landline will be the means of calling the emergency services
- In the event of a power failure management will use their mobile phone

Emergency Services Liaison Procedures

- A member of the management team either Sam Tranter Nursery Manager Rose Boulton Assistant Manager or Elaine Boulton Proprietor will liaise with the emergency services on arrival



- They will have information about where the fire is and how it started if known. This will be obtained from a Fire Marshall
- A member of the management team will meet the emergency services at the main gate or on the front car park according to where the fire has been located and will direct the emergency services to the emergency
- The emergency services will be able to identify the management member by their Hi-Viz vest
- This person will inform the emergency services if anyone is missing and where they were last seen

Specific Information for The Emergency Services

The emergency services will be given specific information such as:-

- Type of emergency
- Location of the fire/incident
- Missing persons
- Flammable material stores
- Location of high-risk areas
- Any unusual activities such as building works or temporary structures
- Hazardous work process

Location of Information

Detail:-

- Information on risks will be in the main office located just inside of the main building

Accounting for Personnel

How will all people be accounted for?

Children, Staff, Visitors and Contractors?

- A member of the management team will be informed if a child/person is not accounted for by the room Fire Marshall
- A member of the management team will ensure that all personnel are accounted for
- As we have more than one assembly point at the nursery this being pre-school room, car park at the back of the Jelly Tots building or the library management will obtain feedback from each Fire Marshall
- If someone is missing area checks will be done locating where the person was last seen prior to exiting the building where possible
- The emergency services will be informed if a missing person cannot be found (Note: Only Fire Service personnel with appropriate breathing apparatus can enter the building if there is a child/person identified as missing).

As a nursery serving the public, we have additional duties that require us to promote the equality of disabled people. This requires us to do even more to ensure disabled

people/children do not face discrimination by not being provided with a safe evacuation plan for the building.

Personal Emergency Evacuation Plan

A personal emergency evacuation plan (peep) is a means by which arrangements are made to ensure that an individuals physical or mental abilities or other circumstances do not prevent this from happening.

The responsible person should ensure that a PEEP is generated for every child with a disability, where this may affect their ability to respond to an emergency.

The person/s having responsibility for the building Samantha Tranter/Rose Boulton should ensure that a PEEP is generated for every member of staff or student with a disability. The PEEP sets out the adjustments necessary for maintaining their personal safety.

Generic Emergency Evacuation Plan

The purpose of a Generic Emergency Evacuation Plan (GEEP) is to enable visitors to the nursery with restricted mobility or those who may not be able to evacuate unaided to become familiar with the layout, evacuation procedures, available equipment and communication devices.

It is the responsibility of management for the nursery to ensure that the Emergency Evacuation Policy is implemented throughout each area of the setting for which they have overall responsibility.

Key Action Check List

This check list identifies key actions involved in ensuring adequate management of emergency evacuation arrangements at Little Swans:

1. We will identify all children/persons that may require assistance during an evacuation, including those requiring assistance on a temporary basis/ short term e.g. leg in a cast
2. We will develop a Personal Emergency Evacuation Plan (PEEP) with the person/child requiring assistance making sure it includes the staff that will be involved in the evacuation for the nursery and the nursery manager
3. Evacuation assistants will be provided with all the relevant training and information to undertake their role including information on the structure of the nursery as it relates to emergency evacuation; disability, dignity and evacuation etiquette
4. We have a system in place for evacuation assistants to practice their skills and report back to management following evacuation drills
5. Persons/children requiring a PEE will be consulted, where appropriate regarding involvements in an evacuation drill?
6. A system has been put in place for those that cannot take part in an evacuation at the setting to establish the communication drills
7. A system of testing evacuation has been put in place as part of a drill
8. All PEEPS for the nursery have been reflected in the evacuation plan for the building
9. There is a system of review in place for PEEPs, General Emergency Evacuation Plans (GEEPs) and building evacuation plans
10. Evacuation equipment is inspected and maintained
11. In the main building GEEPS has been developed and made available for visitors
12. The foyer and the staff room have notices regarding evacuation arrangements for people requiring assistance



Fire Drill

Fire drills are carried out once every term; three times a year

After the drill a record of the procedure is completed as follows

Example of Fire Drill Record

Date	Nature of Drill	Persons/Sections Taking Part	Evacuation Time	Details of Deficiencies and Actions Taken	Name	Signature

Following Occurrences of a Real Emergency Evacuation, Management MUST:

- Document in detail the emergency evacuation situation and if a child has been seriously hurt 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 Fire Log Record . This can be found in the main office

Notification to Families

If nursery experiences a real emergency evacuation family 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

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