

FIRE AND EMERGENCY EVACUATION

Policy

There is a clearly defined procedure for dealing with events following the discovery of a fire or other emergency, which should be displayed in each room of the nursery and show the location of the fire assembly points. In the event of a fire or other emergency requiring evacuation of the nursery being discovered, children will be taken from the building via the nearest safe exit to the designated assembly point.

A fire risk assessment and emergency plan are in place. The fire risk assessment has been structured following a systematic examination of the premises to identify the hazards from fire. A decision is to be made as to whether the identified hazards are significant, who is at risk and whether the existing fire precautions are adequate so that the risk associated with the hazard is acceptably low. If the existing fire precautions are not adequate, additional actions will be taken to minimise the risk either by removing or reducing the hazard or by providing adequate control methods.

Legislation introduced in October 2006 has profoundly changed the way fire safety is managed with fire certificates no longer being issued and the appointment in every work place of a 'Responsible Person' to oversee fire safety and ensure compliance with legislation. The person in the case of the nursery should be the registered person or the Manager, depending on who will be 'on site' more often than not.

The Responsible Person is responsible for ensuring that the fire risk assessment is carried out. Whilst in principle the fire risk assessment should be carried out as with any other risk assessment, the three elements known as the Fire Triangle must be identified separately for every room or area:

1. **Source of Ignition** – e.g. heaters, boilers, cookers, faulty electrical equipment, hot surfaces, lighting, cigarettes
2. **Source of Fuel** – e.g. paper, card, packaging, soft furnishings, wood, foam filled furniture, carpets, decorations, flammable gases and liquids
3. **Sources of Oxygen** – The main source is the air that we breathe but its contribution to the Fire Triangle is greatly enhanced by how it flows through the premises. Natural passage through doors and windows may result in draughts that may be further affected or assisted by air conditioning or ventilation systems. Some chemicals may also be intrinsically oxidising or produce additional oxygen under certain conditions

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When undertaking a risk assessment of the workplace, the assessor must have a thorough knowledge and understanding of how fires behave. They must take into account how a fire spreads (i.e. by convection, conduction or radiation) as this can seriously affect the viability of evacuation routes. An individual's ability to escape may be hampered not only by physical barriers (e.g. thick black smoke) but also by panic and other emotional responses. The structural integrity of the walls, ceilings, doors and floors could be as vital as the expected response time of the Fire Service.

The hazards from neighbouring premises or areas must be established together with any from the surrounding natural environment (e.g. brushwood, grass landscaping that may become tinder-dry in the summer).

Legislation also requires that the assessment identifies and takes into account all 'Relevant Persons' (i.e. any person lawfully on the premises or in the immediate vicinity). Consideration must be given to those with special requirements (e.g. disabled staff and children and those children that are not yet confidently mobile).

Fire Safety Issues include:

- **Premises**
Special risks often occur from the workplace itself (e.g. listed building, multi floored, sharing with other employers or terraced); its location (e.g. the distance from the fire station with routes hampered with traffic or remote locations).
- **Fire Alarm System**
If an electrical fire alarm system exists, it must be regularly serviced by a licensed contractor and also tested weekly for satisfactory operation. These tests and services should be recorded in writing and kept for reference. Smoke detectors should have battery back-ups in case of mains failure.
- **Evacuation**
The time taken to evacuate a building must be considerably less than would be taken for a building to collapse, with routes being as short and uncomplicated as possible. Evacuation procedures must be drawn up and staff trained in any special responsibilities that they might have. Sufficient training must be undertaken by all senior staff likely to bear the most responsibility. The prime responsibility of staff is to ensure the safety of the evacuated children. Staff should not attempt to tackle the fire in any circumstances.

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- **Fire Doors, Routes and Exits**

The provision of fire doors, routes and exits are to some degree covered by the Planning and Building Regulations but it is the duty in law for the occupier of the premises to ensure that they are upheld (e.g. kept shut at all times and clear of obstructions). All fire exits and doors must be maintained in working condition and clearly marked.

- **Fire Fighting Equipment**

Fires may be extinguished by cooling, smothering and starvation. All staff should be aware of the different types of extinguisher and their limitations of use. However, staff should also be trained to acknowledge that their prime responsibility is to safeguard the children. They should not be encouraged to tackle a fire but should concentrate on the safe evacuation of all children and staff from the building and the on-going safety of the children once an evacuation has taken place.

- **Notices**

Notices must be posted in appropriate places (e.g. near fire alarms and equipment) and NEVER obstructed. They must be clear and concise. Any illuminated signs should have battery back up in light of a mains failure.

Instruction notices on what to do in the event of a fire should include the following information:

- Action on suspecting or discovering a fire
- Action on hearing the fire alarm and with whom the responsibility lays for calling the fire service and alerting neighbouring premises. Actions to be taken on evacuating the premises, including not stopping to collect personal belongings and the whereabouts of fire assembly points
- Special duties to be undertaken (i.e. checking toilets etc). These special duties should be assigned to a job rather than a specific person (e.g. Manager/Deputy Manager/Head of baby room) rather than individuals who may not be working on that day

Fire Drills

Fire drills should be carried out termly, without warning to the general team of staff. Evidence of these drills should be kept in a fire drill log. Details should include when the drill took place, how long evacuation took and any lessons learned. If any weaknesses are highlighted in the drill, then the fire evacuation procedure should be reviewed immediately to address these issues.

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IN THE EVENT OF A FIRE AT EITHER: MAIN NURSERY BUILDING OR FOREST SCHOOL LODGE

Only the building to which the fire alarm is sounding are required to evacuate, unless advised to do so by the attending Emergency Service personnel.

MAIN NURSERY BUILDING: The Manager/Deputy Manager will be the last to leave, after ensuring in as far as is practical, that all children and staff have been evacuated from the affected building, **taking with them the office laptop, telephone and a mobile device (where possible)**. Each room leader will take children's inhalers box and iPad which contains the daily registers and child's contact details. The register will be checked to confirm that all children and staff are accounted for.

FOREST SCHOOL LODGE:

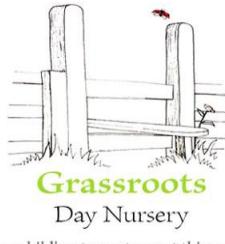
The Room Leader will be the last to leave, after ensuring in as far as is practical, that all children and staff have been evacuated from the affected building, **taking with them the children's inhalers box, mobile and iPad** which contains the daily registers and child's contact details. The register will be checked to confirm that all children and staff are accounted for. The Manager/Deputy Manager (located in the main nursery building) will be notified of any fire at the Forest School lodge via external sounders, and assist as appropriate at the fire assembly point.

In the event of any fire at either building, staff and children should make their way safely to the designated **FIRE ASSEMBLY POINT** located at the **rear of the Main Nursery garden by the dog kennel.**

Missing children and staff and their last known location will be reported at the earliest opportunity to the attending Emergency Services. Staff should not attempt to enter the nursery until advised it is safe to do so by the attending Emergency Service personnel.

The prime responsibility of staff is to ensure the safety of the evacuated children. Staff with fire marshal training should only attempt to tackle the fire if safe to do so.

In the event that the nursery cannot be reoccupied in a reasonable period of time, children and staff will be relocated to one of the designated places of safety; The Forest School Lodge, The Nursery Main Building, the farm or Mill View Farm House, depending on where the fire is located and time of year. The Manager/Deputy Manager will make this decision once all occupants are evacuated/assembled.



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At the earliest opportunity the Manager/Deputy Manager will appoint a suitable member of staff to contact parents/carers to inform them of the situation and request children be collected.

TO SUPPORT THIS POLICY AND PROCEDURE, GRASSROOTS DAY NURSERY ENSURES THAT:
Fire drills will be carried out termly and the following results should be recorded in the fire logbook as evidence:

- Evacuation times
- Issues and matters arising will be investigated and resolved

Fire safety within the nursery complies with all recommendations made by the Fire Safety Officer.

All fire doors and corridors are kept clear of obstructions, are clearly identified and are easily opened from the inside.

Fire blankets, extinguishers, alarms and smoke detectors conform to the relevant standards and are serviced.

Fire equipment is checked by Fire Safety Officers as required by health and safety law.

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Signed: (Proprietor/Manager)	
Signed: (Deputy Manager)	