



Fire Prevention and Precaution Policy

Legal Framework

Fire Safety Order 2005, 2010

Health and Safety at Work Act 1974, 1999

Health and Safety Regulations 1996, 2013

EYFS Welfare Requirement: Suitable Premises, Environment and Equipment National Standards:
Standard 6 – Safety

Name of Responsible Person: All Staff

All employees are responsible for preventing any possible cause of fire and for knowing what action to take in the event of a fire breaking out. All staff are given this information on induction and are advised to read fire procedures displayed in each room.

Fire escapes are clearly marked and evacuation procedures displayed in appropriate areas of the buildings. Fire detection equipment is installed in the building and tested regularly.

Suitable fire fighting equipment is stored in strategic areas of the building and regularly maintained by an outside contractor. The Health and Safety Officer keeps a record of this maintenance.

All students and new staff are made aware of our settings fire safety regulations the first time they are in the setting.

In the event of a fire or evacuation of the building, all supernumerary staff will be expected to assist with the prompt evacuation. The Manager or Deputy will take charge of the evacuation.

During their induction period, and periodically thereafter, all employees will be tested on their knowledge of fire safety guidelines including

- Where fire fighting equipment, alarm points and fire exits are located.
- Knowing how to use fire fighting equipment.
- Understanding the procedure for evacuating the children swiftly and calmly.
- Being aware of the documentation used to ensure the building has been evacuated.
- Keeping fire exits free from obstruction and in use at all times.
- Ensuring all fire doors are kept closed.
- Taking part in regular evacuation drills.
- Attending any fire safety training provided.

Procedures

Fire Evacuation

Emergency Evacuation Procedure

Upkeep of Fire Fighting Apparatus

Contacting Parents in an Emergency

Cooking with the children

Fire Evacuation Procedure

- Fire and evacuation drills are held regularly to prevent the children becoming alarmed.
- During a real evacuation the Manager or Deputy will contact the emergency services.
- Fire bells will be activated.
- In a drill the bells can be controlled by the person in charge.
- The senior person in each room is responsible for evacuating all children, parents, staff, students and visitors from their own rooms.
- In case of a fire drill being held where evacuation is not possible, senior staff can make a decision to complete a 'lock down', evacuating the children to the furthest point in the room and filling gaps around the doors with damp linen to prevent 'smoke inhalation'.
- The senior person from each room will ensure they have their register with them.
- Each register will be called once the evacuation point has been reached.



- Any absences will be reported to the Manager/Deputy immediately.
- The Manager or Deputy will perform a sweep of the buildings, if it is safe to do so, to check that the area is fully evacuated.
- Any spare staff will be sent to support in the evacuation.
- A written record is maintained of all evacuations and drills held and is stored in the Health and Safety file.
- Fire and evacuation drills are held every month.

Emergency evacuation procedure

In the event of a Fire or other occasion when full evacuation is needed the following procedure will take place.

- On hearing the fire alarm, the children and adults in the setting will line up in the classroom.
- If it is unsafe to line up in the classroom then we will line up in clubroom.
- The staff will head count to ensure all children and adults are present.
- Check the toilets before we leave the nursery room.
- Senior staff or Health & Safety Officer will ensure that they have the register and mobile phone.
- The children will be led by one adult, one adult at the rear and other adults at regular intervals along the line to the meadow, to the Assembly Point, where a register will be taken to again ensure that all present have been evacuated.
- If the fire alarm sounds when we are outside we will follow the above procedure – but head straight to the Assembly Point.
- If the Manager is not present the person in charge, will report to all senior staff members of the nursery to advise them that Little Meadows has been successfully evacuated.
- Should the nursery not be in session during an evacuation the Manager/Deputy or Health & Safety Officer will call the Fire Brigade.
- At least 2 members of staff will remain until all children have been collected.

Procedure for Upkeep of Fire Fighting Equipment

- The fire alarm is checked monthly and a record kept of its functionality.
- Any issues with the alarm will be reported immediately to the Health and safety Officer who will report them to the Manager.
- The Health and Safety Officer will ensure the equipment is checked annually.
- The annual check on extinguishers is performed by the landlord under our contract.
- In the event of the equipment needing attention the Health and Safety Officer will contact the landlord.

Procedure for Contacting Parents in an Emergency



- In the event of the building having to be evacuated and the children being unable to return, parents/carers will be contacted by the Manager, Deputy with the Senior staff support.
- The contact details for all parents are held on the nursery mobile phone and in a contact folder within the office.
- If a problem is anticipated e.g. a loss of power or water, parents will be informed as soon as possible and they can make a decision on what they wish to do.
- If a decision is made to close the nursery all parents will be contacted by telephone, text message and/or social media posts and asked to collect their child.
- We will also use social media to inform parents where possible.
- We will endeavour to keep the parents as informed and up to date as possible.
- We will endeavour to keep the settings open under all circumstances, except where the situation could be considered dangerous for children, staff or parents to collect.

Cooking with the Children

- Children are encouraged to have a positive relationship with food
- Staff cook regularly with all ages of children.
- If baking with the children, the oven can only be used by an adult.
- No children are to be taken into the nursery kitchen at any time, under any circumstance.