



LADYBIRDS
NURSERY





Fire Safety and Emergency Evacuation

Health and Safety

Fire Policy

At Ladybirds Nursery we ensure our premises present no risk of fire by ensuring the highest standards of precautions. Where necessary we seek the advice of a competent person such as a fire officer or a fire safety consultant.



This Policy will be reviewed annually, or sooner if there are:


-  Any significant changes in working practise
-  Any changes in statutory legislation
-  An incident occurs that requires improvement in practise
-  A fire risk assessment

Compliance

Any staff member who fails to comply with this policy and procedures may result in disciplinary action.

Fire Arrangements

-  A suitable and sufficient fire risk assessment will be in place for the premises.
-  The risk assessment will be reviewed annually or sooner if required.

 An action plan will be developed from the risk assessment if required.

Fire Procedures

 Fire procedures will be displayed in the following areas:

 Baby Room

 Toddler Room

 Pre School Room

 Entrance Areas

 Walkways

 Baby Changing Area


 Kitchen

 Children's Toilets

 Staff Toilets

 Story Room

 Dining Room

 Office

 Staff Room

Fire Alarm System

The fire alarm service provider is called Rydaw Fire Protection.

The fire alarm and smoke detectors are maintained every 6 months. We receive a certificate of protection when the maintenance has been carried out.

The premises is fitted with a suitable and sufficient fire alarm system. The fire risk assessment will identify the location of the following devices:

-  Fire Panel
-  Smoke Detectors
-  Heat Detectors
-  Break Glass Points
-  Emergency Lighting
-  Sounders

The fire alarm call system will be a single alarm indicating a full evacuation.

Fire Doors

The building is fitted with suitable and sufficient fire doors.

The fire risk assessment will confirm the location of the fire doors and means of escape.

Emergency Lighting

The building is fitted with suitable and sufficient emergency lighting.

The fire risk assessments will confirm the location of the emergency lights.

The lighting will be checked by Rydaw Fire Protection.

Fire Fighting Equipment

The building is fitted with suitable and sufficient firefighting equipment.

The equipment is maintained by Fire Extinguisher Rentals Ltd, Bury.

Means of Escape

The building has suitable and sufficient means of escape in case of an emergency such as fire.

The means of escape has will be identified by appropriate signage.

The means of escape will be clear of obstructions.

Disabled Staff, Parents, Volunteers, Students and Visitors

Under the disability discrimination act where staff, parents, students or volunteers have mobility issues, we require extra control measures to reduce the risk to them in a fire situation.

If the disabled person cannot readily exit the building, they must make their way to a predetermined location to be helped out of the building by a designated person.

Grab Bags

All the rooms have their own 'Grab Bag' with torches, blankets, dummies, nappies and wipes in.

Evacuation Trollys for Babies

We now have (April 2019) two evacuation trollies to be used to transport the babies away from the building should a fire warrant that we need to move away from the building.

Waste Arrangements

The building is cleared of all waste each night. The bins are located away from the building to minimise any potential risk of fire from arson.

Security

Although security in the form of access control can potentially conflict with good fire evacuation procedures, security has a role to play in the reduction of persons entering the building who could potentially start a fire by accident or a premeditated intent.

Attendance and Registers

The nursery has a system for logging all staff, visitors, students, volunteers and children into and out of the building. The signing in book for staff and visitors is located in the entrance hall. The children are signed in and out on the register in the rooms.









These records are used in the event of a fire drill or fire to make sure during role call everyone has left the building.

Fire Assemble Points

The building has two assembly points, the car park at the rear of the building and the grassed area to the front of the building. These are safe locations far enough away from the building soon as not to present a significant fire risk to persons at the point, but also close enough and accessible enough so as staff can reach it without difficulty.

Building Alterations

When any alterations are planned, due consideration will be made in relation to any compromise to the fire control measures such as:

-  Fire compartmentalisation
-  Fire doors
-  Fire alarm system
-  Firefighting equipment
-  Means of escape
-  Ventilation
-  Signage
-  Security

Fire Drills

Fire drills are carried out monthly and undertaken across a selection of times. These drills are logged in the fire book. Any problems arising from the drill will be put on an action plan.

We have done a fire drill during sleep time.

Covid 19

A fire drill was taken on 5th June. This was taken to refresh staff and children's knowledge on the process of going outside during a fire.

We will take a fire drill every week for the next 4 weeks to accommodate our returning staff and children.

Roles and Responsibilities

It is the responsibility of the staff to sign children in and out daily.

It is the responsibility of the staff to ensure they sign themselves in and out of the building.

It is the responsibility of the staff to ensure children are escorted out of the building during a fire drill, and a real emergency, and that the roll call is taken immediately.

It is the responsibility of the manager/deputy to ensure fire drills are done monthly.

It is the responsibility of the manager/deputy to ensure the emergency contact numbers and mobile phone is taken out to contact parents.

It is the responsibility of the manager/deputy to arrange the maintenance of the fire alarm systems, emergency lighting, firefighting equipment and any other devices provided for fire safety

Employees

All employees shall be responsible for becoming familiar with the relevant contents of this fire safety policy, and the day to day observations of fire safety.

All employees shall be responsible for raising the alarm in the event of a fire or suspected fire.

All employees shall be responsible for ensuring that the nursery is kept clear of rubbish build up, including cardboard and paper, particularly in and around fire escape routes and exits.

All employees shall be responsible for signing in and out in the signing in book to maintain an accurate record of their whereabouts.

Employees will be given fire information as part of their induction.

Policy Issued January 2016

Date to be Reviewed January 2017

Date Reviewed May 2017

Date to be Reviewed May 2018

Date Reviewed May 2018

Date to be Reviewed May 2019

Date Reviewed April 2019

Date Reviewed April 2020

Date to be Reviewed June 2020 (Additional Covid 19 Information)

Date Reviewed

This policy will be reviewed sooner than the review date should any new information be obtained.

