

Health and Safety

General Welfare Requirement: Suitable premises, environment and equipment

Outdoor and indoor spaces, furniture and toys must be safe and suitable for their purpose.

3.4 Fire safety and emergency evacuation

Policy Statement

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The person in charge and staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Officer, or Fire Safety Consultant.

Procedures

- The basis of fire safety is risk assessment. This is carried out by a 'competent person'.
- The Manager has received training in fire safety sufficient to be competent to carry out risk assessment; this will be written where there are more than five staff. This will follow the guidance as set out in the *Fire Safety Risk Assessment – Educational Premises* document.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high-risk areas of the building and are checked as specified by Fenland Fire.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
 - clearly displayed in the premises;
 - explained to new members of staff, volunteers and parents; and
 - practised regularly at least once every six weeks.
- Records are kept of fire drills and the servicing of fire safety equipment.

Emergency evacuation procedure

In our setting we practice the evacuation procedure at least once every half term, and more often at the start of a new school year to help new children to become familiar.

- We prepare the children for fire practices by talking calmly to the children explaining what is going to happen.
- The setting uses the fire alarm
- The children are asked to stop playing and line up at the classroom door before being led out by a member of staff.
- The first member of staff who leads the children out collects the register which contains the emergency contact details of all the children and staff. The Nursery Supervisor or Deputy takes the cordless or a mobile phone out with them.
- All children and staff go out into the back garden and line up under the shelter this is depending on where the fire is, if required the children will be led to the front of the school until it is safe for the children to be taken safely to the back garden. A count of the children is taken.
- A full register is called for both children and staff.
- The Nursery Manager or deputy would contact the Emergency services and then a call would be made to Mrs Sharpe the owner.

Downham Nursery School

- The secretaries at Downham Prep school would help to make contact with parents for arrangements to collect their children.
- Any children that could not be collect within a set time of 45minutes would be transported to Downham Prep School and would be cared for by staff from the Downham Nursery School, until the child's parents arrive.

The fire drill record book must contain:

- Date and time of the drill.
- How long it took.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

Legal framework

- Regulatory Reform (Fire Safety) Order 2005
www.opsi.gov.uk/si/si2005/20051541.htm

Further guidance

- *Fire Safety Risk Assessment - Educational Premises* (HMG 2006)
www.communities.gov.uk/publications/fire/firesafetyrisk6

This policy was adopted at a meeting of	Downham Nursery School	name of setting
Held on	July 2024	(date)
	July 2025	(date)
Signed on behalf of the management committee PP		
Name of signatory	E. J. Laffeaty-Sharpe	
Role of signatory (e.g. chair/owner)	Principal/ Proprietor	