



**Christchurch Kindergarten Children's Nursery Limited**

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## Health and Safety

### 35 Fire safety and emergency evacuation

#### Policy Statement

At **Christchurch Kindergarten Children's Nursery Limited** 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. These are 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.
- Settings in rented premises will ensure that they have a copy of the fire safety risk assessment that applies to the building and that they contribute to regular reviews.
- 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 the manufacturer.
- 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

The evacuation signal is *continuous* ringing of the fire alarm in real fire, the practice is a continuous whistle.

In the event of an emergency evacuation, children will be taken from the building by nursery staff to the assembly point to await clearance for the safe return to the nursery. (Wealdstone Library, High Street. Wealdstone. HA3 7AE. 020 8420 9333.

Nursery Staff are fully aware of emergency call points and are familiar with locations of the various types of fire equipment and their purposes. If possible, on discovering a fire, staff will use the nearest emergency call point to raise the alarm whilst taking care not to endanger either themselves or their charges. The nursery carries out the fire drill practice every 6-8 weeks. The fire detection and control equipment are checked every year.

### In the event of a fire

Nursery staff will:

- i. collect the register (nearest person to the register), emergency contacts and take them to the assembly point;
- ii. A practitioner will take fire drill rope, ask another practitioner to hold the end and ask children to hold onto the green spot on the rope. Everyone will walk with all children together.
- iii. keep calm and walk swiftly, taking the children to the nearest fire exit;
- iv. evacuate all children and assemble at the car park in the grassed area. Wait clearance from the Fire Warden for the safe return to the nursery;
- v. mark both registers to ensure all staff/students and children are present.
- vi. Head count is carried out by practitioner, both indoor and outdoor.

Nursery staff will not:

- i. stop to gather personal belongings;
- ii. re-enter the building unless permitted to do so by an authorised Fire Warden or Fire Officer.
- iii. Notices of fire evacuation are displayed in every room. Fire exits are clearly marked and should be pointed out to all visitors and guests.

Log fire drill record book:

- Date and time of the drill.
- How long it took.
- Names of all adults
- Number of children
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedures

## **FIRE DRILL PROCEDURES FOR THE SETTING**

- ❖ In case of fire raise the alarm.
- ❖ **Operate** the nearest FIRE ALARM point (by pressing the break-glass within the emergency red box), if necessary and safe to do so.
- ❖ Immediately **STOP** what you are doing
- ❖ Calmly move all the children quickly through to the nearest fire exit to the **Assembly Point- outside nursery near the car park.**
- ❖ A member of staff should ensure that the Register for children and staff is accounted for.
- ❖ A member of staff must dial the Emergency Service 999, stating the Nursery's Address.  
Christchurch Kindergarten  
68 Canning Road  
Wealdstone  
HA3 5SN
  
- ❖ The Fire Assembly point is situated at the Car park in the grass Area.
- ❖ **DO NOT RE-ENTER** the building under any circumstances **UNTIL** you are **TOLD TO DO SO** by the manager or designated Health and Safety person.

### **Legal framework**

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

