5.03

Fire Safety and Emergency Evacuation

Policy statement

The Management of the Nursery places great importance in ensuring the safety of all staff, children and visitors and we ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions.

The person in charge and our staff are familiar with the current legal requirements and we employ an independent Fire Safety Consultant to assess and advise with fire precautions.

Procedures

Fire safety risk assessments

Our fire safety risk assessment is carried out annually by a qualified independent Fire Safety Consultant and an annual report for fire, health and safety matters is produced and filed in the Facilities office.

All fire risk assessments are reviewed annually.

In addition a responsible person assesses the following *at least* once a year:

- Electrical plugs, wires and sockets
- Electrical items
- Boilers
- Cookers
- Flammable materials – including furniture, furnishings, paper etc.
- Flammable chemicals
- Means of escape
- Anything else identified

Where we rent premises, we ensure that we have a copy of the fire safety risk assessment that applies to that building.

Fire safety precautions taken

Emergency evacuation procedures

Our emergency evacuation procedures are approved by our Fire Safety Officer.

- Detailed procedures covering evacuation during nursery open hours are prominently displayed in all buildings.
- These procedures are regularly reviewed to accommodate the changing nature of the business.

These procedures take account of:

- How children are familiar with the sound of the fire alarm

- How the children, staff and parents know where the fire exits are
- How children are led from the building to the assembly point
- How children will be accounted for and who by
- How long it takes to get the children out safely
- Who calls the emergency services, and when, in the event of a real fire
- How parents are to be contacted

The evacuation point is at the rear, right side of the car park.

Fire Marshals

- Selected staff are nominated as fire marshals. These members of staff are trained in the duties of a fire marshal and also receive annual refresher training
- Fire Marshals are responsible for ensuring that the building is evacuated quickly and safely and that all rooms are checked to confirm the building is clear

Fire Drills

Fire evacuation drills are carried monthly, and the following information is recorded in the Fire Safety Log book:

- The date and time of the drill
- Number of adults and children involved
- How long it took to evacuate
- Whether there were any problems that delayed evacuation
- Any further action to be taken to improve the drill procedure

Fire evacuation procedures are included in staff inductions. Visitors are told of the evacuation procedures prior to coming into contact with the children or lone working.

Means of Escape

- We ensure that fire doors are clearly marked, never obstructed and easily opened from the inside.
- All fire exits are checked daily by the staff and the results recorded in daily risk assessments. Staff should ensure that all escape routes are kept clear of obstruction. Where debris needs to be removed to facilitate safe evacuation the facilities team should be notified immediately.
- A travel cot is grabbed during evacuation and placed outside so that it can be used during an evacuation.
- Walkie talkies are taken out with staff during an evacuation.

Smoke detectors, Fire Alarms and Emergency Lighting

- We ensure that smoke detectors/alarms and firefighting appliances conform to BS EN standards, are fitted in appropriate risk areas of the building and are checked as specified by the manufacturer.
- The fire alarm sounds weekly on a Tuesday at 9am to ensure that staff are familiar with the sound.
- The fire alarm system is tested weekly.
- Where installed the emergency lighting is tested regularly and the result recorded.
- The alarm system is serviced and maintained annually.

Fire Fighting Equipment

- Appropriate firefighting equipment is provided in all buildings.
- This equipment is maintained annually.
- All staff are given awareness training in its use

Electrical equipment

- Electrical equipment is PAT tested regularly to check they are safe to use by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced. Please see below a table of how often electrical equipment is checked.

Equipment/Environment	**Formal visual inspection (PAT tested)**
Battery operated	No
Extra low voltage e.g. telephone equipment	No
Desktop computer	Every 2 years
Photocopiers/fax machines	Every 2 years
Double insulated equipment rarely moved e.g. table lamps, fans	Every 2 years
Double insulated equipment: Hand-held e.g. some floor cleaners, some kitchen equipment	6 months- 1 year
Class 1 appliances including kettles, toasters, fridges e.g. the whole kitchen.	1-2 years and visually inspected every 6 months
Cables and main voltage extension leads and battery charging equipment	Annually

Legal framework

- Regulatory Reform (Fire Safety) Order 2005 updated October 2023

Further guidance

- Fire Safety Risk Assessment – Educational Premises (HMG 2006) updated September 2023
- HSE Leaflet INDG237

This policy was adopted by	Silver Stars Day Nursery
Date	January 2025
Review Date	February 2027
Name of signatory	Jenifer Capper
Role of signatory	Proprietor

Signed:	
Date:	January 2026