

Cranford Fire Safety Policy

JULY 2018 - 2019

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 / Fire consultant which is John Bellis

Procedures

- The basis of fire safety is risk assessment, carried out by a “competent person”
- The manager has received training in fire safety sufficient to be competent to carry out the risk assessment, this will be written where there are more than five staff and will follow the Government guidance Fire Safety Risk Assessment – Educational Premises (HMG 2006)
- John Bellis our Fire Consultant has carried out our Risk Assessment
- Fire doors are clearly marked, never obstructed and easily opened from the inside
- Smoke detectors/alarms and fire fighting appliances conform to BS EN 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 of the servicing of fire safety equipment.

EMERGENCY EVACUATION PROCEDURE

Our practice drills include a written statement of:

- ***How children are familiar with the sound of the fire alarm***
- Record on the drill if a child was upset
- ***How children, staff, parents know where fire exits are:***

Each room has a fire evacuation sign which alerts children, staff, parents to our fire exits.

What should staff members take with them:

Registers,
emergency contacts box
phone

How are children led from the building to the assembly point:

A staff member in the front room will take the register and the emergency contacts box.

Each staff member will lead their class room out of the rooms and out of the emergency evacuation route which is the front door.

Our fire exits are the front door the meeting point is the garden gate, if children are in the toilet or art room then the fire exit will firstly be the front door but they can exit from the back door and the meeting point here will be at the garden gate.

- The children will be led by an adult carrying the nursery register. The last staff member will do a sweep of the rooms, closing each fire door to check everyone is out, the staff will shout upstairs to make sure anyone upstairs is out of the building too.
- We have a PEEPS plan where any children with special needs have their own designated adult to lead them out of the building holding their hand or whatever the plan may say.
- ***How will the children be accounted for:***
- The children will be accounted for using the register by a staff member.
- ***How long does it take to get the children out safely.***
- Our fire drill will say how long it takes to get the children out safely, this is normally approximately one minute.
- ***Who calls the emergency services in an event of a real fire:***
- The designated fire officers Fiona Harcourt or Vicki Hargreaves will call the fire service in the event of a real fire.
- ***How are parents contacted:***
- Parents will be phoned to come and collect their children.

The fire drill record book contains:

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

Legal Framework

Regulatory Reform (Fire Safety) Order 2005

This policy was reviewed by: F Harcourt 15/8/18

To be reviewed: August 2019

