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**8.5 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 our 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**

*Fire safety risk assessment*

* 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).
* Our fire safety risk assessment focuses on the following for each area of the setting:
* Electrical plugs, wires and sockets.
* Electrical items.
* Gas boilers.
* Cookers.
* Matches.
* Flammable materials – including furniture, furnishings, paper etc.
* Flammable chemicals .
* Means of escape.
* Anything else identified.

*Fire safety precautions taken*

* We ensure that fire doors are clearly marked, never obstructed and easily opened from the inside.
* We ensure that 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.
* We have all electrical equipment checked annually by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced.
* 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*

We regularly practise the evacuation procedure so that

* children are familiar with the sound of the fire alarm.
* the children, staff and parents know where the fire exits are.
* children are led from the building to the assembly point.
* children will be accounted for and who by.
* We know how long it takes to get the children out safely.

In event of fire/ emergency

* Onsite Manager calls the emergency services as soon as all people are safely evacuated in the event of a real fire.
* Parents are contacted by mobile and/ or through Famly or Tapestry.

*Fire drills*

We hold fire drills termly and record the following information about each fire drill in the fire drill record 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 taken to improve the drill procedure.
* All parents are made aware that we have undertaken an evacuation drill via Famly.

**Legal framework**

* *Regulatory Reform (Fire Safety) Order 2005*

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| This policy was adopted by | Ridgemount Cottage Nursery Ltd | *(name of provider)* |
| On | January 27th 2021 | *(date)* |
| Date to be reviewed | January 2022 | *(date)* |
| Signed on behalf of the provider | Louise Gerrard |
| Name of signatory | Louise Gerrard |
| Role of signatory (e.g. chair, director or owner) | Owner |

[Emergency procedures (hse.gov.uk)](https://www.hse.gov.uk/toolbox/managing/emergency.htm)

**25/01/2021**

**Emergency procedures**

Workplaces need a plan for emergencies that can have a wider impact. Special procedures are needed for emergencies such as serious injuries, explosion, flood, poisoning, electrocution, fire, release of radioactivity and chemical spills.

Quick and effective action may help to ease the situation and reduce the consequences. However, in emergencies people are more likely to respond reliably if they:

* are well trained and competent
* take part in regular and realistic practice
* have clearly agreed, recorded and rehearsed plans, actions and responsibilities

Write an emergency plan if a major incident at your workplace could involve risks to the public, rescuing employees or co-ordinating emergency services.

Where you share your workplace with another employer you should consider whether your emergency plans and procedures should be co-ordinated.

**Points to include in emergency procedures**

* Consider what might happen and how the alarm will be raised. Don’t forget night and shift working, weekends and times when the premises are closed, eg holidays
* Plan what to do, including how to call the emergency services. Help them by clearly marking your premises from the road. Consider drawing up a simple plan showing the location of hazardous items
* If you have 25 tonnes or more of dangerous substances, you must notify the fire and rescue service and put up warning signs
* Decide where to go to reach a place of safety or to get rescue equipment. You must provide suitable forms of emergency lighting
* You must make sure there are enough emergency exits for everyone to escape quickly, and keep emergency doors and escape routes unobstructed and clearly marked
* Nominate competent people to take control (a competent person is someone with the necessary skills, knowledge and experience to manage health and safety)
* Decide which other key people you need, such as a nominated incident controller, someone who is able to provide technical and other site-specific information if necessary, or first-aiders
* Plan essential actions such as emergency plant shutdown, isolation or making processes safe. Clearly identify important items like shut-off valves and electrical isolators etc
* You must train everyone in emergency procedures. Don’t forget the needs of people with disabilities and vulnerable workers
* Work should not resume after an emergency if a serious danger remains. If you have any doubts ask for assistance from the emergency services

**The law**

The Management of Health and Safety at Work Regulations 1999 cover emergencies.

The Dangerous Substances (Notification and Marking of Sites) Regulations 1990 cover sites where at least 25 tonnes of dangerous substances are held.