

General Welfare Requirement: Suitable premises, environment and equipment

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

Health and Safety

3.4 Fire safety and emergency evacuation

Policy Statement

At Glebe House School 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. A Fire Safety Log book is used to record the findings of risk assessment, any actions taken or incidents which have occurred and our fire drills. A weekly alarm test is completed and recorded.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
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Procedures

Fire Safety Risk Assessment

- The basis of fire safety is risk assessment. These are carried out by a 'competent person'.
- The bursar, Headmaster and most staff have received training in fire safety sufficient to be competent to carry out risk assessment; this is recorded in a file in Nursery/School Office and follows the guidance as set out in the *Fire Safety Risk Assessment – Educational Premises* document (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 – inc furniture, furnishings, paper etc
 - Flammable chemicals
 - Means of escape

- Anything else identified
- The Named Person responsible for Fire Safety is **Mark Richards – School Business Manager**

Fire Safety Precautions taken

- 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.
- 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.
- We ensure sockets are covered.
- 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

- Staff, parents and visitors can see fire route plans in all rooms within the nursery and all fire exits are clearly labelled, so everyone can familiarise themselves with the appropriate route to take
- Regular fire drills ensure that our children become familiar with the sound of the alarm which is extremely loud and can be heard in all areas of the nursery, including the garden
- On hearing the alarm each head of year group delegates her/his staff to lead their children to the safest assembly point as calmly as possible, taking with them the fire bag, registers and medication if easily accessible
- The Manager/Deputy Manager/Senior Member of staff on duty should collect the medication folder which includes emergency contact numbers and health information and the staff register
- The Senior member of staff will then ask each head of year group if all their children and staff are accounted for, she/he will then notify the school of the hopefully safe evacuation
- The Senior member of staff will record the time the evacuation took and make a report discussing if the evacuation was successful and what action needs taking as a result of the fire practice
- In the event of it being a real fire who ever sees the fire first should raise the alarm and notify the senior member of staff, so she/he can call the emergency services whilst the evacuation is taking progress, or alternatively it may be safer for the person who has raised the alarm to call them instantly if time is limited

- Parents/Carers will be contacted ASAP once all children and staff are evacuated to a safe location, this will be done using the emergency contact book and mobile phones

Fire Drills

We hold fire drills termly and the fire drill record book contains the following information and is kept on the nursery/school office:

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

In the event of needing to evacuate the building due to a major emergency situation the whole school will evacuate to Old Hunstanton Church, via neighbouring fields and a short walk on Chapel Bank Road leading to the church.

Legal framework

- Regulatory Reform (Fire Safety) Order 2005

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	<u>Glebe House School Nursery</u>	name of setting
Held on	<u>March 2018</u>	(date)
Date to be reviewed	<u>March 2019</u>	(date)
Signed on behalf of the management committee	<hr/>	
Name of signatory	<u>Susie Pull</u>	
Role of signatory (e.g. chair/owner)	<u>Setting Manager</u>	