FIRE PREVENTION,
MAINTENANCE AND
EVACUATION

POLICY AND PROCEDURES

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<td>Every 6 months Jan/July</td>
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The Nursery recognises that if the Fire Warning System and/or Fire Extinguishers were to fail the lives of employees and others would be put at risk.

1.1 FIRE IGNITION POINTS

When designing the fire prevention systems for the nursery we assessed the key areas that might cause a fire. These ignition points are based in the following areas:

<table>
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<tr>
<th>Ignition Point</th>
<th>Extra Measures to Minimise Risk</th>
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<tr>
<td>Office – computer and office equipment</td>
<td>Location of the office away from main building, fire extinguisher, smoke alarm, fire call point</td>
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<td>Kitchen – appliances, gas and cooking procedures</td>
<td>Location of the kitchen away from main building, fire extinguishers, fire blanket, heat detector</td>
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<td>Green Owls – boilers</td>
<td>Carbon monoxide detector, 60 minute fire retardant cupboard, extra venting, regular maintenance of boilers</td>
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<tr>
<td>Wiring closet under the stairs – consumer unit</td>
<td>Smoke detector, 60 minute fire retardant cupboard, fire extinguisher, regular maintenance of wiring closet</td>
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<tr>
<td>Laundry room – consumer unit and washing machine, tumble dryer</td>
<td>Location of the laundry room away from main building, fire extinguisher, smoke alarm, regular maintenance of consumer unit</td>
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<tr>
<td>Staff room – kitchenette with appliances</td>
<td>Location of the staff room on top floor, fire extinguisher, smoke alarm, fire call point</td>
</tr>
<tr>
<td>All play rooms – I pads on charge</td>
<td>Smoke detector in all rooms, fire extinguishers, smoke alarm, fire call point.</td>
</tr>
<tr>
<td>Hummingbirds, Toucans and Robins – Storage heaters</td>
<td>Smoke detector in all rooms, fire extinguishers, smoke alarm, fire call point.</td>
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</table>

Particular attention has been paid to these ignition points when designing the building and the fire evacuation points.

1.2 MAINTENANCE

The following inspections and tests will be carried out to ensure that the warning system and equipment will function when required to.

INDUCTION

- Ensure all staff is aware of the fire procedure, including how to raise the alarm verbally.

DAILY

- Check that the “Power On” indicator on the Fire Alarm Control Panel is showing
- Check that the fault indicator is not showing or sounder operating
FIRE PREVENTION AND EVACUATION POLICY AND PROCEDURES

- Immediately notify any faults to a competent electrician and inform the senior person present

WEkLY
- Each week choose a different call point and operate the fire alarm using the key provided
- Check that the sounders operate and that the appropriate zone is indicated on the Control Panel. This will require two persons.
- Immediately notify any faults to a competent electrician and inform the senior person present

MOunTHLY
- Check red indicators on emergency lights are showing
- Check that all fire exits open
- Check that fire escape routes are not obstructed
- Check that fire extinguishers are present, wall mounted and not obstructed

QUArTERLY
- Test emergency lighting by switching off electrical power. All emergency lights should come on
- Remove mains supply to the Fire Alarm Control Panel and check that battery is capable of supplying the alarm sounders
- Immediately notify any fault to a competent electrician

EVEry SIx WEEkS
- Conduct an unannounced practice Fire Drill by setting off the alarm
- The time taken for all persons present to reach the fire assembly point should be recorded
- Note any difficulties and inform the Nursery Manager.

AnnuAllY
- Clean the smoke detectors to ensure correct operation and freedom from false alarms (NB special equipment is required for cleaning smoke detectors)
- Service all fire extinguishers

The Proprietor and / or the maintainer, will record all inspections and tests for the Fire Log,

1.3 Fire Evacuation

Fire evacuation notices will be displayed at key points around the building. In order to familiarise the nursery with this policy a fire drill will be held every 6 weeks and the results recorded.
1.3.1 Introduction

- The evacuation signal is *continuous* ringing of the fire alarm.
- 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.
- New members of staff will receive a fire evacuation induction on their first day at nursery. Fire drill evacuations will occur on different days and different times to ensure that all staff and children become fully familiar with the procedures involved.
- Nursery staff is fully aware of emergency call points and are familiar with locations of the various types of fire equipment and their purposes.
- When evacuating the building the last person to leave the room **MUST** close the door behind them.

1.3.2 Call Points

- By the main front door.
- Outside the Manager’s office.
- At the top of the stairs on the first floor.
- At the top of the stairs on the second floor.

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 the children in their care.

The member of staff raising the alarm will telephone the fire brigade (by dialling 999), giving full details of the nursery.

The Office staff will be responsible for collecting the nursery mobile phone with children’s contact details. The Blue Owls staff will be responsible for collecting the staff signing in and out form and the visitor’s book.

- The Assembly point will be on the front drive by the Wishing Tree Sign.
- All play rooms have two exits to ensure a safe escape at all times.
- All staff will bring out the register for their room and the signing in and out forms.
- Staff must ensure that they close all doors behind them.

1.3.3 Evacuating from Upstairs

When evacuating the building from upstairs, the children in Hummingbirds and Puffins are to evacuate down the main staircase. The children in Flamingos are to evacuate down the back staircase leading down to the kitchen area.

Staff from Hummingbirds and Puffins are to form a chain down the main staircase. A member of staff, preferably senior, must stay in each room. The children should then
be passed through the chain so that staffs are not going back and forth, up and down the stairs. The evacuation trolley is to be used for the babies in these rooms.

As more and more children are led out of the building the staff should then follow and sit with the children by the evacuation point. Please remember that once you have left the building you must NEVER come back in. Staff in Hummingbirds and Puffins must decide where they are going to be positioned in the chain.

Staff from Flamingos are to evacuate down the back staircase. The children are to be brought through to one room first, if possible. One member of staff, preferably senior, must stay in the room if needed. The children are to be led down the stairs, on their bottoms, with the staff. Any children not able to negotiate the stairs should be carried down safely.

Staff using the Soft Play Room are to evacuate down the back staircase. The older children are to use the hand rail as they are led down the stairs. The younger children are to be led down the stairs, on their bottoms, with the staff. Any children not able to negotiate the stairs should be carried down safely. If the alarm sounds over the lunch period there will be children sleeping in the soft play room, staff in the staff room on their lunch break must support and help the member of staff with sleeping children to evacuate the building.

1.3.4 Hummingbirds and Puffins

The manager and supervisor will be responsible for checking all rooms upstairs and helping any rooms where members of staff are on their own. Then the manager will help to evacuate the children in Hummingbirds and Puffins, as part of their chain, down the main staircase.

The member of staff that is first down the stairs will put up the evacuation trolley, outside the main front door.

When the trolley is full with six babies it will then be wheeled to the evacuation point, where the babies will be taken out and placed on the mats set out by Toucans. The trolley will then be taken back for further babies. The rest of the children from Hummingbirds and Puffins will be carried outside.

1.3.5 Flamingos

The children in Flamingos and Penguins will evacuate down the back staircase. Staff will walk the children down the stairs or encourage them to go down on their bottoms. Staff must always ensure that they are in front of the children, guiding them down the stairs.

As available, whoever is in the Manager’s Office not already assigned a duty, will help to evacuate the children out of the side door by the office, when they reach the bottom of the stairs.

1.3.6 Toucans

Toucans will evacuate out of the fire exit door in their front room adjacent to the climbing frame area and then go through the side gate to the car park and evacuation
point. The senior member of staff will collect a phone to take out with them. If a
senior member of staff is not available then another member of staff must take this
role.

When the children have all been evacuated safely, a member of staff must then
collect the evacuation bag and waterproof mats from the buggy shed. These are to
be laid out for the Hummingbirds and Puffins children. Lorraine is responsible for
checking the evacuation bag regularly and completing the checklist.

1.3.7 Blue Owls

The Blue owls will evacuate out of the fire exit door by the Manager’s Office. On their
way through, staff in Blue Owls must collect the staff signing in and out sheet and the
visitor’s book from reception. They will then walk through to the evacuation point at
the front of the building.

1.3.8 Green Owls

The Green owls will evacuate through the main entrance of the nursery. They will
then walk through to the evacuation point at the front of the building.

In the very unlikely event of a fire on both sets of the stairs, the Hummingbirds,
Puffins, and Flamingos will evacuate from the French windows in Flamingos. A fire
ladder will be placed up to the windows leading down to the garden. The children will
be placed into secure slings and carried down the ladder, one at a time. This
procedure will only be followed as a last resort and only in a real emergency.

1.3.9 Staff Room

If any staff are unable to evacuate from the staff room then they will close all doors
and wait for the Fire Brigade. A fire ladder will be kept in the staff room in order for
any staff to exit out the window safely, if needed.

The Manager will ensure the building is safe. The Supervisor will check the first and
second floor and the Manager will check the ground floor.

1.3.10 Garden

Children in the garden should be gathered into groups and will need to be evacuated
via the side gate, through the Climbing frame Area. Children should be escorted
along the side of the house into the Car Park and evacuation point. One member of
staff must remain in the garden to ensure that all children have been evacuated and
to CHECK the Garden Room. Once they have checked, they should leave via the
side entry and join the rest of the groups.

1.3.11 After Evacuation

The registers and signing in and out sheets will be checked to ensure that everyone
is accounted for.
Nobody will re-enter the building unless the Fire Brigade advises that it is safe to do
so.
If the nursery is unable to accommodate the children after a fire we will take the children to a site across the road, where they will be safe. This site is the Elwyn Jones Court Centre. The parents will then be contacted to come and collect their child.

1.3.12 Key Points to Remember

- All exits must be clear at all times (staff’s responsibility).
- The safety of the children and staff must be ensured before attempting to fight a fire.
- Everyone should be aware of the positioning of extinguishers and fire blankets.
- Fire extinguisher training will be provided to staff.
- Fire extinguishers will be inspected at least once per annum.
- Children should be reassured at all times.
- In addition to the fire drill procedures, from time to time staff will be provided with the opportunity to attend fire training.
- Practice evacuations are done every 4-6 weeks and results recorded in a fire log book (time taken, number of staff and children).
- The Manager is responsible for ensuring exits, signs etc. are displayed according to fire inspector’s requirements, and that all fire equipment is checked annually.