

# CRADLEY NURSERY

## FIRE AND PLANNING POLICY

**CONTAINS:**

**Fire and Emergency Evacuation Policy**

**Fire Evacuation Procedure**

**Fire Drill Record**

**Fire Precaution Risk Assessment**

Policy written by: R Wilson

<u>Dates</u>				
Written	Feb 2012			
Reviewed	Feb 2013	Feb 2015	Sept 2016	
Amended	Sep 2015KR			
Next Review	Sep 2016		Sept 2017	

### **Fire and Emergency Evacuation Policy.**

There is a clearly defined procedure for dealing with events following the discovery of a fire or other emergency, which is displayed in the Nursery by the fire doors leading to the field and in other parts of the school building and shows the location of the fire assembly points.

In the event of the fire being discovered or other emergency requiring evacuation of the Nursery/School, children will be taken from the building via the nearest safe exit to the designated assembly point.

The Manager/Deputy Manager will be the last to leave the Nursery, after ensuring, in as far as is practical, that all children and staff have been evacuated, taking with them all necessary contact details and the daily attendance register. The registers will be checked to confirm all children and staff are accounted for.

Missing children and staff and their last known location will be reported at the earliest opportunity to the attending Emergency Services. Staff should not attempt to enter the Nursery until advised it is safe to do so by the attending Emergency Services personnel.

The prime responsibility of staff is to ensure the safety of the evacuated children.

In the event that the Nursery cannot be reoccupied in a reasonable period of time, children and staff will be relocated to the designated place of safety.

At the earliest opportunity the Manager will appoint a suitable member of staff to contact parents and carers to inform them of the situation and request that the children be collected.

To support this policy and procedure:

Fire drills will be carried out every term with school and once a month in Nursery using the hooter not the fire bell as children sometimes get confused with the same bell being the playtime bell.

- Evacuation times will be recorded in accident/incident book
- Issues and risks arising will be recorded in accident/incident book and added to Risk Assessment
- Parents/carers will be informed that a fire drill has taken place

Fire safety within the Nursery complies with all recommendations made by the Fire Safety Officer.

All fire doors and corridors must be kept clear of obstructions, are clearly identified and are easily opened from the inside.

Fire blankets, extinguishers, alarms and smoke detectors conform to the relevant standards. Fire equipment is checked by an approved contractor on an annual basis.

**Cradley Nursery Fire drill procedure****Evacuating the Nursery Classroom.**

- Staff to move quickly towards the fire exit, taking younger children with them. Open doors and count out children, checking number on the board and calling out headcount.
- Toilet staff member to check the toilets, collect the register and to return to the fire exit closing doors windows on way out.
- Staff and children to make their way down the bank and across to the other side of the field.
- LS to be last to leave the classroom.
- All parents to move as far away from the building as possible in the event of the fire alarm going off at pick up time
- Remain calm. DO NOT RUN

**Evacuating the PE hall.**

- LS to collect register and check disabled toilets and close all doors and windows
- Staff to get children to the fire exit door leading to the playground. One staff outside to lead the way to the field, another staff member to help the children down the step onto the playground
- LS to collect basket of shoes and follow children, closing doors
- Shoes only to be put on once clear of the building
- Remain calm. DO NOT RUN

**Evacuating the toilets.**

- Toilet member of staff to evaluate if it is safe to use Nursery Classroom fire exit, collect register and follow first procedure.
- If not staff to lead children out of Nursery Foyer and around to Forest School. Staff to headcount lead children to field. LS to be last.
- In LS absence YL to deputise.
- All volunteers to remain with staff and children
- Children should be encouraged during fire practise to follow the lead of the adult if unsure of procedure.

**If you discover a fire, sound the alarm and dial 999**

Fire practices will be recorded in the accident/incident book from 2016 onwards which will then be used for data analysis and amending/adding to Risk Assessments. Time taken to evacuate to be recorded where possible