

FIRE SAFETY AND EMERGENCY EVACUATION POLICY

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, or Fire Safety Consultant.

EARLY YEARS FOUNDATION STAGE KEY THEMES AND COMMITMENTS

A Unique Child Development	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	N/A	3.3 The learning environment 3.4 The wider Context	N/A

The Designated Fire Safety officer is: Sonya Kanchan-Lal

PROCEDURES

The basis of fire safety is risk assessment. These are carried out by a 'competent person'

The manager has received training in fire safety sufficient to be competent to carry out risk assessment. This will follow the guidance as set out in the *Fire Safety Risk Assessment – Educational Premises* document

We ensure that we have a copy of the fire safety risk assessment that applies to the building and that it is regularly reviewed.

Fire doors are clearly marked, never obstructed and easily opened from the inside

Smoke detectors / alarms and fire fighting appliances are fitted in appropriate high risk areas of the building and are checked as specified by the contractor

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 twice every term

Records are kept of fire drills and the servicing of fire safety equipment

EMERGENCY EVACUATION

Policy written by Sonya Kanchan-Lal 7.7.14

In the event of a fire or critical incident, Milkshake Montessori School will evacuate the premises in a way that ensures that all children and adults are safely led away from the building and that adults do not take any undue risks. The safety and well being of the children will be of paramount importance at all times.

Our aims are that:

No child or adult will take unnecessary personal risks

Staff fully understand the required procedures and understand their role

Staff will follow day-to-day procedures to reduce the risk of fire

We follow the advice given by the Fire Brigade, Policy and our local Health and Safety Officer

Method

We will have a fire procedure displayed on the doors

At minimum we will have a fire drill during a session one in the morning and one in the afternoon each term of which a record will be kept stating the date and duration of the fire procedure, along with the outcome of the fire drill

We will ensure all staff receive training on fire procedures

We will perform a formal risk management assessment annually and will monitor risks on a daily basis

We will keep registers of children, staff and visitors to the Pre-School for each session

The Fire Evacuation Procedure at Milkshake Montessori School is as follows:

The alarm will be raised by the member of staff finding the fire and raising the alarm at a fire point.

Policy written by Sonya Kanchan-Lal 7.7.14

The Supervisor collects the register and assembles the children at the fire exit door

The Supervisor opens the fire door, the Supervisor stands outside of the fire door to ensure the children go to the - planting garden area / if fire is at rear of building, if the fire is at the front - then children will exit the front door and wait in the front garden area. A member of staff will ensure that the front gate is closed.

Any visitors should exit the hall after the children, if a visitor has a child with them that is not included in the school register for the day, that child remains the responsibility of the visitor at all times

Another member of staff as delegated by the Supervisor accompanies the children and assembles the children

The Deputy Supervisor or member of staff delegated by the Supervisor collects the telephone, keys, ensures all rooms are empty and closes fire doors as they exit

The Supervisor takes the register once in the outdoor play area

Fire evacuation from the 1st floor

All staff to gather children and contain them near the landing area – overspill to messy area in the Mango room.

One member of staff stays with the children and one member opens the fire evacuation cot – located in the disabled toilet area and stays there.

If any other members of staff are on the first floor, at the time, and are not in any danger of exposure to fumes they are to assist the Mango room in exiting the children.

The manager / chef / extra member of staff then goes up to bring down the children and places them in the cot when all the children are in the cot the team leader then takes the register for the toddler room down with them and then all move down stairs and the cot is wheeled out to the fire evacuation area

The team leader of the mango room then takes the register.

In the unlikely even that the fire is on the stairs to the Mango room, then staff are to implement the following procedure-

Staff and children are to exit through the adjoining door to the staff area and exit down the staff stairs. All fire doors are too kept firmly shut.

The Nursery is low risk and fire detection systems are in place, therefore fire will be detected early on. This will allow members of staff to return and collect children, as discussed with the local fire officer.

In a real emergency

The Deputy Supervisor or member of staff delegated by the Supervisor, telephones for the fire brigade in the case of a real emergency (not for a fire practice)

In case of a real emergency and children must exit the garden area a member of staff will locate the garden side door key which is towards the top of the fence behind the trellis area.

When there is no risk, the children and staff re-enter the building and complete another head count

Fire Exit Locations

1 Fire Door in the Strawberry and Banana rooms

2 Main Entrance

Contingency plan: In the event that the building needs to be fully evacuated:

After the emergency services have been contacted, all efforts will then be made to contact parents / carers on the emergency contact numbers provided

We will seek a safe haven for the children at the neighbouring school

Squirrels Day Nursery

Nelson Road

Whitton

0208 893 3645

Which has given prior permission for the Pre-School to use it as a safe haven

As many staff as possible will stay with the children for as long as necessary. No child would ever be left without a member of staff with them

In the event of a fire / critical incident, if your child cannot be collected and staff members need to return to their homes, the child will accompany a senior member of staff home. A message will be left, if possible, for the parent and police or our local social care department would be informed of the staff members address and the name of child

If the Pre-School needs to close all efforts will be made to inform parents before opening times.

Staff will attempt to ring parents, and put notices on the exterior doors if possible

It is impossible for the Pre-School to plan for every emergency which may arise, however, every effort will be made for the safety and convenience of Milkshake Montessori Nursery School families

In the event of a fire / critical incident, Ofsted and any other relevant agencies will be contacted. The incident will be logged on the Major Incident Book. Staff will be informed as soon as possible.

The fire drill record in the fire risk assessment folder book will contain:

Date and time of the drill

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How long it took

Whether there were any problems that delayed evacuation

Any further action taken to improve the drill procedure.

LEGAL FRAMEWORK

Regulatory Reform (Fire Safety) Order 2005

www.opsi.gov.uk/si/si2005/20051541.htm