

Rocks Lane Montessori Fire Safety and Emergency Evacuation Policy

Rocks Lane Montessori ensures our premises present no risk of fire by ensuring the highest possible standard of fire precautions. We ensure the nursery premises, and surrounding facilities, are compliant with fire safety regulations and seek advice from the local fire safety officer as necessary. A Fire Safety Log is used to record the findings of risk assessment, any actions taken or incidents that have occurred and our fire drills. We ensure our policy is in line with the procedures specific to our building, making reasonable adjustments as required.

The manager has overall responsibility for the fire drill and evacuation procedures (nursery deputy in the absence of the nursery manager). These are carried out and recorded for each group of children every month or as and when a large change occurs, e.g. a large intake of children or a new member of staff joins the nursery. These drills will occur at different times of the day and on different days to ensure evacuations are possible under different circumstances and all children and staff participate in the rehearsals.

The manager and staff members check fire detection and control equipment and fire exits in line with the timescales in the checklist below. We also operate a strict no smoking policy – please see this separate policy for details.

Procedures

Registration

An accurate register of all staff and children present in the building will be kept at all times and children/staff must be marked in and out on arrival and departure. An accurate record of visitors will be kept in the visitor's book. These records must be taken out along with the register and emergency contacts list in the event of a fire.

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.
 - Microwaves/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.
- 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 of the servicing of fire safety equipment.

We have an Emergency Evacuation Procedure, which covers meeting point information and procedures for practice drills including:

- How children are familiar with the sound of the fire alarm.
- How the children, staff and parents know where the fire exits are.
- How children are led from the building to the assembly point.
- How children will be accounted for and who by.
- How long it takes to get the children out safely.
- Who calls the emergency services, and when, in the event of a real fire.
- How parents are contacted.

Fire checklist

	Who checks	How often	Location
Escape route/fire exits (all fire exits must be clearly identifiable)	All staff	Daily	Vestibule exit Garden exit
Fire extinguishing equipment	Manager	Monthly	Vestibule Classroom
Evacuation pack	Manager	Monthly	Kitchen
Fire alarms	Manager	Monthly	Vestibule Classroom Kitchen
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	Manager	Monthly	Vestibule Classroom Outdoor exit

Fire drills

We hold fire drills 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.

Fire drill procedure

All Staff

- Calmly call children in your care together
- Visually check the space around you is empty
- Leave the building via the nearest, safe emergency exit, and lead the children safely to the assembly point which is at the entrance to Rocks Lane Multi-Sports Centre site adjacent to the railway track.
- Headcount the children in your care, alerting the manager if any are missing
- Remain outside the building until the manager deems the premises as safe
- A member of staff will be designated for escorting any children who have any special requirements/needs/disabilities, using the nearest emergency exit
- Wait for emergency services and report any unaccounted persons to the fire service/police.

Manager

- Assign the management of the children in your care to another member of staff
- Pick up the children's register, staff register, visitor register, mobile phone, keys, and evacuation pack (containing emergency contacts list, nappies, wipes and blankets)
- Telephone emergency services: dial 999 and ask for the fire service
- Sweep through the building to check for children or visitors left behind, accounting for all adults: staff and visitors
- Advise the fire service of anyone missing and possible locations and respond to any other questions they may have.
- In a practice fire evacuation, the manager will then enter the nursery and turn the fire alarm off and reset it

If you are unable to evacuate safely:

- Stay where you are safe
- Keep the children calm and together
- Wherever possible alert the manager of your location and identity of the children and other adults with you.

Remember

- Do not stop to collect personal belongings on evacuating the building
- Do not attempt to go back in and fight the fire
- Do not attempt to go back in if any children or adults are not accounted for.

The Designated Person is: Miss Rajka Krivokapic. In her absence, her Designated Deputy is available for staff to discuss their concerns.

Date: October 2018

Our Fire Safety and Emergency Evacuation Policy will be reviewed annually.