



## Fire Safety, & Emergency Evacuations Policy

**Safeguarding and promoting the welfare of children remains of paramount importance.**

### **Fire safety**

The Nursery understands the importance of vigilance to fire safety hazards. The Nursery has an up to date fire certificate and notices explaining the fire procedures are positioned next to every fire exit.

All staff is aware of the location of all fire extinguishers, fire exits, break glass points, the fire assembly point and where fire safety equipment is stored. Particular attention is paid to distinguishing between the various types of fire extinguisher and their methods of operation (refer to website [www.hse.gov.uk](http://www.hse.gov.uk)). There are fire notices on all doors in the building.

Children will be made aware of the fire safety procedures by practicing our evacuation procedures on a regular basis. All children will be made aware of the location of fire exits and the fire assembly point.

Fire doors and fire exits are clearly marked, are not obstructed at any time, and are easily opened from the inside.

Fire exits are kept closed at all times and can be locked but are easily unlocked via a thumb turn. Fire extinguishers and fire alarm systems are regularly tested in accordance with manufacturer's guidance.

All fire drills, fire incidents and equipment checks will be recorded in the Fire Safety folder, fire drill are practiced on a monthly basis and monitored by the manager and/or the deputy manager to initiate a fire drill the lead observer will raise the alarm by blowing the whistle and shouting out '**CODE RED**' and everyone else follows the emergency evacuation procedures.

### **Fire Prevention**

The Nursery will take all steps possible to prevent fires occurring. As such, the Nursery

Manager and the staff team are responsible for:

- Ensuring that there are sufficient power points and these are not overloaded with adaptors.
- Ensuring that the Nursery's Substance misuse policy is always observed.
- Checking for frayed or trailing wires.

- Checking that fuses are replaced safely.
- Unplugging all equipment before leaving the premises.
- Storing any potentially flammable materials safely.
- Ensure all electrical items are PAT tested annually and hard wiring is tested every 5 years

The Nursery Manager will explain fire safety procedures to new staff, students and visitors as part of the induction process.

### **Fire safety risk assessment**

A Fire Risk Assessment will be carried out annually and regular maintenance checks will be carried out as identified in the risk assessment and recorded in the Fire Safety folder

The nursery manager and many of the nursery team have received training in fire safety sufficient to be competent to carry out the risk assessment; this 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.
- Gas boilers.
- Cookers, mini ovens.
- Matches.
- Flammable materials - including furniture, furnishings, paper etc.
- Flammable chemicals.
- Means of escape.
- Anything else identified.

### **Evacuation procedure:**

- A member of staff will telephone the fire brigade on 999 and give appropriate details
- We will use the nearest available exit. The assembly point is green cages (150-200 yards) away from building or combustibles.
- The evacuation will start immediately and people should not try to collect bags and other personal possessions
- The Health and Safety Office and senior/ deputy manager will be responsible for checking that the building and garden has been completely evacuated before proceeding to the assembly point
- If it is safe to do so, the manager (or deputy) will collect emergency contact details, children's register, staff register and visitors signing in book and take them to the assembly point.

- At the assembly point, the registers will be called and checked for any unaccounted adults or children, and fire brigade will be told of any missing people. If necessary, the nominated person will contact the parents and advise them on the next steps

### **Critical Incident**

In the event of a critical incident i.e. closure of the premises due to adverse weather conditions, heating failure, flood or closure of nearby road or severe traffic jam the following procedure will be followed:

- The safety and well-being of the children will be of paramount importance
- In the event that we need to evacuate the building current emergency evacuation procedures will be activated
- After emergency services have been contacted all efforts will then be made to contact parents/carers or emergency contact numbers
- As many staff, as possible would stay with the children for as long as necessary
- No child would ever be left without a member of Nursery staff with them
- If Nursery needs to close all efforts will be made to inform parents before opening times. Staff will attempt to text or ring parents, we will put notices on the website and exterior doors if possible
- It is impossible for the Nursery to plan for every emergency that may arise; however, every effort will be made for the safety and convenience of

### **Local Industrial Accidents**

Local industrial accidents e.g. a factory fire with hazardous fumes may also necessitate sheltering inside the main building.

- All doors & windows should be kept shut and appliances such as extractor fans switched off.
- The emergency services and/or local authority will give the all clear. Information may also be broadcast on local radio or television.

### **Severe Weather Warning**

During severe weather conditions, such as extreme heat, flooding, storms, or snow, you should keep your setting open for as many children, pupils or students as possible. However, it might be necessary to close temporarily due to inaccessibility or risk of injury. You should do all you can to reopen as soon as possible.

In all circumstances, vulnerable children and young people should be prioritised for continued face-to-face education and childcare.

- In the event of a Severe Weather Warning/Flood/Snow Alert
- Front door must not be opened. Nobody is to leave the Nursery; nobody is to enter the Nursery, including the parents

- Close all windows and doors
- Turn off the electric
- Plug in non-digital phones or use a mobile.
- Telephone 999 or 112
- Tell the operator which emergency service you require.
- Wait for the operator to connect you to the service.
- Tell the emergency service:
  - What the trouble is
  - Where the trouble is
  - Where you are
  - The telephone number you are calling from
- Nominated person to gather the evacuation bags/boxes from each room.
- Nominated person to begin to call the parents.
- Inform the parents of the situation and remain calm
- Inform the parents that once staff have been advised on what to do in the situation that they will pass on this info on to the parents

In the event of severe snow falling during the day or overnight, the Manager will assess the situation and inform parents and staff not to attend Nursery due to slippery and icy conditions. If the weather is bad, please check the website to see if the Nursery is open.

### **Bomb Explosion or Gas Leak**

On hearing the warning:

- The front door must NOT be opened. Nobody is to leave the building and nobody is to be let in, including parents
- Seal any vents (check vents in the kitchen and the bathroom ect)
- In the event of a gas leak tape across windows in case there is an explosion
- All windows and doors must be closed including internal doors in the event of a fire
- Turn off the electric
- Plug in non-digital phones or use a mobile
- Telephone 999 or 112
- Tell the operator which emergency service you require
- Wait for the operator to connect you to the emergency service
- Tell the emergency service:
  - What the trouble is
  - Where the trouble is
  - Where you are
  - The telephone number you are calling from
- Nominated person from each room to gather items needed on grab bag list
- A nominated person to begin to call the parents

- Inform the parents of the situation, remain calm and reassure!
- Inform the parents of the plan of action
- Explain that they are not to collect and explain that we will contact again once we have further information
- Keep all children calm
- Follow advice from the emergency services
- If possible, contact staff whom are not on shift to meet you at place of evacuation

## Lock Down Policy

Twinkling Toddlers Nursery will use the lock down procedure when the safety of the children and staff is at risk and we will be better placed inside the current building, with doors and windows locked.

We will activate this emergency procedure in response to a number of situations, but some of the more typical might be:

- A report incident or disturbance in the local community (with potential to pose a risk to staff and children in the Nursery)
- An intruder on the Nursery site (with potential to pose a risk to staff and children in Nursery)
- A warning being received regarding a risk locally, of air pollution (smoke plumes, gas cloud etc.)
- A major fire or explosion in the vicinity of the Nursery - as long as it is safer staying in the premises than leaving

In this case the staff will be notified by the following action:

A lockdown will be initiated by using the word "**CODE BLACK**"

Lock down procedures will be practiced from time to time so that staff and children are familiar with them. The following steps provide guidelines for staff, work placements and visitors in an emergency situation:

1. On hearing the lock down signal, the Nursery Manager/Deputy will call for assistance - 999
2. Staff will lock the back door and draw blinds on all windows
3. The phase "**CODE BLACK**" will be called out to signal lockdown procedures to take effect immediately

On hearing the warning:

1. Staff to secure all windows and doors

2. Instruct children to sit on the floor and keep calm and if anyone is outside the space, call them in
3. Collect medical box, register & mobile phone
4. Do a head count immediately & register
5. Supervise, ensuring everyone remains out of sight and are sitting quietly
6. No one should be allowed out of the room during a lockdown procedure
7. Remain in lockdown until the all-clear has been given and normal situation resumes
8. If necessary, parents will be notified as soon as it is practical to do so via phone, email or text
9. Depending on the type and severity of the incident, parents may be asked NOT to collect their children from nursery as it may put them and their children at risk
10. Details of any serious incident will be conveyed to parents as soon as possible following the event to inform them of the context of the lockdown, and if necessary any advice regarding how to convey this issue to their children
11. After the event a post-incident evaluation will be conducted to ensure that each child and staff member was supported fully and the procedure went as planned

**Policy was:**

|                       |                        |                           |                          |                |  |
|-----------------------|------------------------|---------------------------|--------------------------|----------------|--|
| <b>Implemented</b>    |                        | <b>Reviewed</b>           |                          | <b>Amended</b> |  |
| <b>Date:</b>          |                        |                           | <b>Next Review Date:</b> |                |  |
| <b>Manager</b>        | <b>Shannon Ralph</b>   | <b>Manager Signature</b>  |                          |                |  |
| <b>Deputy Manager</b> | <b>Shabana Hussain</b> | <b>Deputy Signature</b>   |                          |                |  |
| <b>Director</b>       | <b>Sajid Hussain</b>   | <b>Director Signature</b> |                          |                |  |