



02 Fire safety procedures

02.1 Fire safety

The manager has access to, or a copy of, the fire safety procedures specific to the building and ensure they align with these procedures. The manager makes reasonable adjustments as required to ensure the two documents do not contradict each other.

The Fire Safety Officers (Henny Maxwell and Hayley Hatton) have 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).

Fire safety risk assessment

02.1a Fire safety risk assessment form is carried out in each area of the setting by a competent person using the five steps to fire safety risk assessment as follows:

1. Identify fire hazards
 - Sources of ignition.
 - Sources of fuel.
 - Sources of oxygen (including oxygen tanks for disabled children).
2. Identify people at risk
 - People in and around the premises.
 - People especially at risk including very young babies, less ambulant disabled children or those using specialised equipment, such as splints, standing frames.
3. Evaluate, remove, reduce and protect from the risk
 - Evaluate the risk of the fire occurring.
 - Evaluate the risk to people from a fire starting on the premises.
 - Remove and reduce the hazards that may cause a fire.
 - Remove and reduce the risks to people from a fire.
4. Record, plan, inform, instruct, train
 - Record significant findings and action taken.
 - Prepare an emergency plan.
 - Inform and instruct relevant people; inform and cooperate with others.

- Provide training.

5. Review

- Keep assessment under review and revise when necessary.

The fire safety risk assessment focuses on the following for each area:

- ❖ Electrical plugs, wires, sockets.
- ❖ Electrical items.
- ❖ Gas boilers.
- ❖ Cookers.
- ❖ Matches.
- ❖ Flammable materials, including furniture, furnishings, paper etc.
- ❖ Flammable chemicals (which are also covered in COSHH).
- ❖ Means of escape.
- ❖ Any other, as identified.

As we rent our premises, we ensure that we have a copy of the fire safety risk assessment that applies to the building and that we contribute to regular reviews with the Hall Committee.

Fire safety precautions include:

- ❖ All electrical equipment is checked by a qualified electrician annually.
- ❖ Any faulty electrical equipment is taken out of use and recorded as such or condemned (whichever is necessary).
- ❖ Sockets are covered. This is different to using plug sockets inserts, a socket cover, covers the whole socket, including the switch and is safe to use.
- ❖ Water and electrical items do not come into contact; staff do not touch electrical items with wet hands.
- ❖ All fire safety equipment is checked annually.
- ❖ Gas boilers and cookers are checked and serviced annually by a Gas Safe registered engineer.
- ❖ If matches are used in the kitchen, they are kept in a drawer.
- ❖ Oxygen tanks.

Emergency evacuation procedure

- ❖ On discovering a fire, raise the alarm (Blow Whistle).
- ❖ Nursery Staff will pick up the grab bag and phone. The Grab Bag contains all child contact details and other relevant information.
- ❖ Immediately evacuate the building using the nearest safe exit, depending on where the fire is.
- ❖ Staff will lead the children out in an orderly manner and should assemble at the designated assembly point. Front Assembly point: across the carpark to the Abinger Hatch garden, underneath the pub sign. Rear Assembly point: in the rear of the Nursery garden.
- ❖ The Manager or Senior staff member in charge, will check all areas including the toilets (child, disabled and staff ones), staff room, kitchen, store room, and play areas.

- ❖ Close all doors behind you as you proceed out.
- ❖ A register is completed by the Lead Practitioner once the premises have been vacated and children and staff have reached the assembly point.
- ❖ In the event of a real fire, a member of staff will be allocated to contact 999 and ask for the fire service whilst the register is being completed. Do not replace the handset until the fire service confirms our address.
- ❖ Nursery Manager to check the register to ensure all children are accounted for.
- ❖ Nursery Manager to account for all staff and any other adult in the building.
- ❖ Parents will be contacted via phone using the details contained in the Grab Bag.
- ❖ Fill in Fire Log (Designated Fire Marshall – Henny or Hayley)

Fire Drills

- ❖ Fire Drills (to include emergency evacuation procedures and lock down) are held at least termly.
- ❖ Drills are recorded, including:
 - date and time of drill
 - staff involved and numbers of children
 - how long it took to evacuate
 - any reason for a delay in achieving the target time and how this will be remedied

Fire precautions

- ❖ Fire exit signs are the green 'running man' signs and are in place and clearly visible. They are never obstructed.
- ❖ Fire exits by doors are those that show a green light at night.
- ❖ Fire doors are not locked during normal working hours.
- ❖ Fire evacuation notices are in every room; these are displayed in print large enough to read from a short distance. They say where the assembly point is.
- ❖ Fire alarms are in place and tested monthly, and where necessary supplemented with visual warnings. This is recorded.
- ❖ Smoke alarms are in place and tested monthly. This is recorded.
- ❖ A fire blanket is in place in the kitchen (and any other location where there is a cooker).
- ❖ Fire extinguishers are in place and are appropriate.

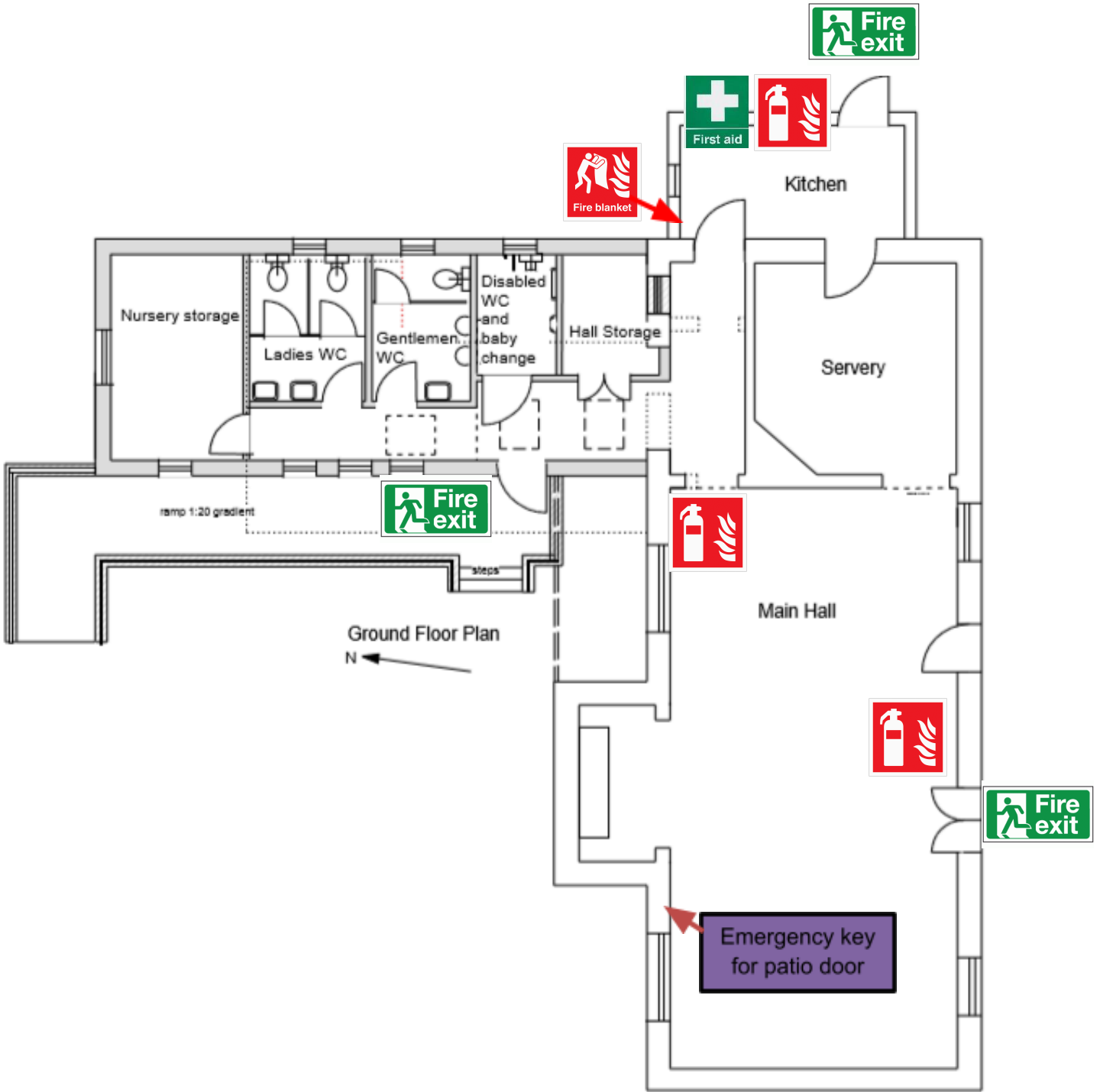
Further guidance

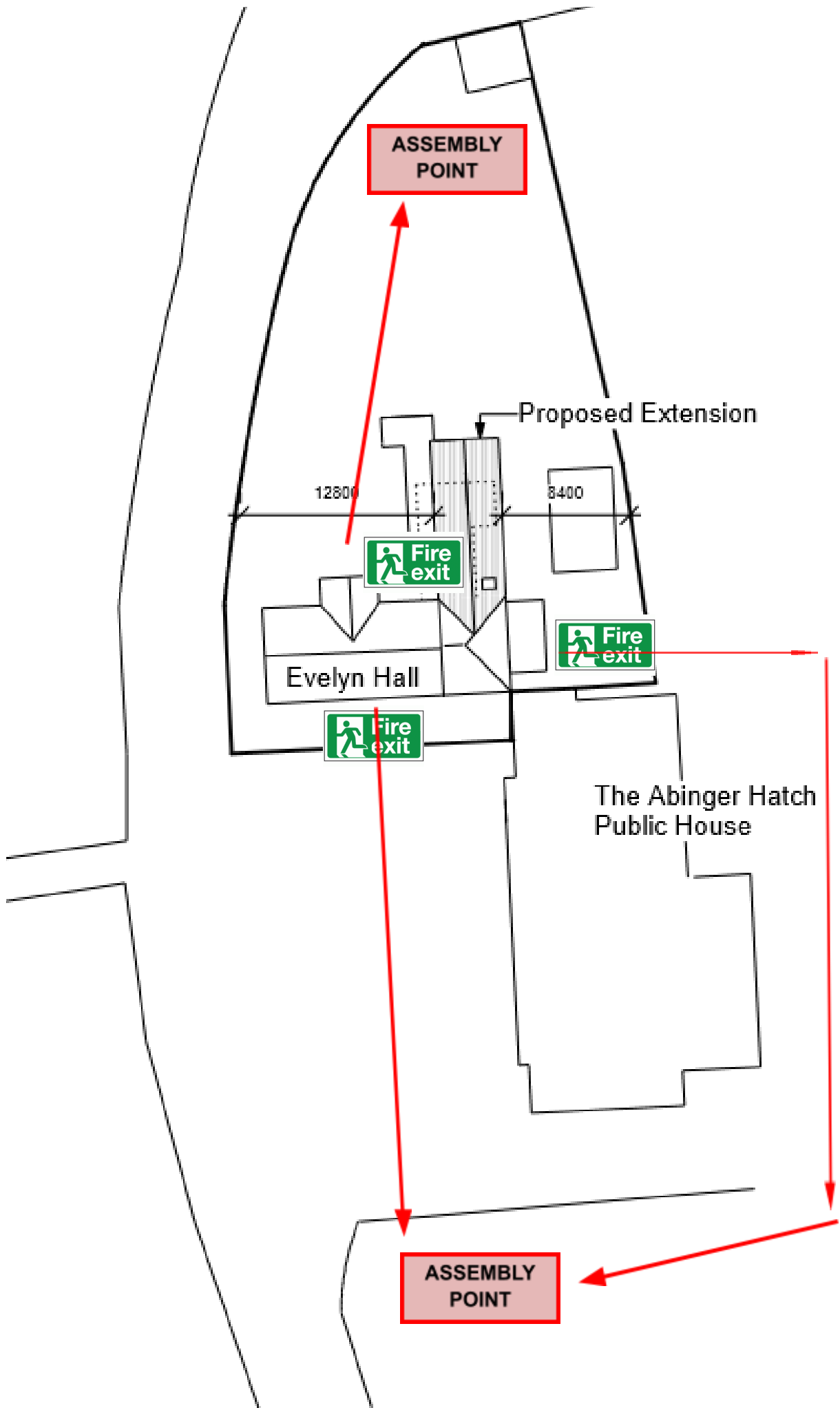
[Dynamic Risk Management](#) (Alliance 2017)

[Fire Safety Record](#) (Early Years Alliance 2019)

Fire Safety Risk Assessment: Educational Premises (HMG 2006):

www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises





ASSEMBLY
POINT

Proposed Extension

12800

8400

Fire
exit

Fire
exit

Fire
exit

Evelyn Hall

The Abinger Hatch
Public House

ASSEMBLY
POINT

This policy was adopted by

Abinger Common Nursery

On

March 2024

Date to be reviewed

March 2025

Signed on behalf of the provider



Name of signatory

Mrs Emma Powell

Role of signatory (e.g. chair, director or owner)

Nursery Chair Person
