



Name:	Date written:
Fire and Evacuation Policy	11/5/22
Written by:	Date of Review:
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Policy Statement

Our Fire and Evacuation Policy is essential to ensure:

- fires are unlikely to occur
- if they do occur, they are more likely to be contained, or....
- if they cannot be contained, everyone can escape safely
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Aims and Purpose

Our nursery is housed in an old building, over three floors which has been converted from a family home. To make sure all staff and children remain safe from the possibility of fire and are clear of the procedures if one should occur, our Fire and Evacuation policy must be extremely robust.

Applicability

Children
Staff

Definition of Terms

ROSPA: The Royal Society for the Prevention of Accidents

Overview

Fire Facts
General Fire Prevention
Electrical Equipment
Heating Appliances
Flammable Substances
Fire Doors and Exits
Walkie Talkie Radios
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Fire Drills
Fire Fighting
First Aid

Procedures

Fire Facts

For a fire to start there needs to be oxygen, heat and fuel. All three elements need to be present to start and maintain a fire. Remove one element and a fire will extinguish.

When a fire has started it will move rapidly through four stages; ignition, growth, fully developed and decay. It is important to act as soon as possible during the ignition phase. There are three ways a fire can spread.....

Convection - this is when smoke rising from the fire gets trapped by the ceiling and then spreads in all directions.

Conduction - this is where heat from a fire transfers along any metal in a building structure, for example, pipework, igniting fuel in areas well away from where the fire started.

Radiation - this is where heat 'jumps' from a fire across an empty space to another source of fuel. This usually only occurs when a fire is extremely hot.

General Fire Prevention

- All employees have a duty to report any fire hazards they are aware of.
- Staff are not permitted to smoke or vape on the nursery premises
- Staff should not allow piles of rubbish to accumulate. Rubbish can be used by an arsonist, provide fuel to help start a fire and help a fire once it starts to spread.
- Some of the most common causes of workplace fires are carelessness around fire hazards and the misuse of electrical appliances.
- Staff must keep fire doors shut and unobstructed and close windows and doors when they leave.
- Staff must report any fire hazards and issues with fire safety they are or become aware of.
- Fire Wardens are nominated daily and written on the white board in the main hallway.
- Fire alarms are checked weekly.

Electrical Equipment

- All electrical appliances are regularly PAT tested (every 3 years)
- Staff must visually inspect electrical appliances each time they use them (including the plug)
- Bar adapters and extension leads must be used instead of block ones
- Electrical items deemed unfit for use need to be disposed of in electrical waste
- Danger signs include....
 - A smell of burning on an appliance or socket.
 - Sparks or smoke coming from a plug or appliance.
 - Blackness or scorch marks around a socket, plug, or appliance.
 - Unusual buzzing noises from an appliance.
 - Damaged, frayed or taped leads.
 - Knotted, twisted or kinked leads.
 - Wires exposed inside leads.
 - Leads that are loose from the plug and/or the plug is rattling.

- Cracks in a plug, the appliance or the socket.
- Melted plastic on appliance casings or leads.
- Fuses that blow frequently for no obvious reason.

Heating Appliances

- Staff must ensure all heating appliances remain uncovered at all times

Flammable Substances

- Staff should store flammable substances away from sources of heat or ignition.
- Flammable liquids should be kept in sealed containers.
- Oil soaked rags can ignite very easily. Keep them away from flammable substances.
- Never smoke around flammable substances. Obey 'No Smoking' signs and any other Fire Safety signs.

Fire Exits

Our fire exits are:

Ground Floor

1. Outside door by the kitchen
2. Glasshouse to the garden
3. Door to peg corridor
4. Iron gate and peg corridor

Middle and Top Floor

1. Side fire escape door

Walkie Talkie Radios

- Every member of staff has a fully charged walkie talkie radio with them at all times
- A fully charged walkie talkie radio is placed in the staff room at the beginning of each day
- Fire wardens should communicate to each other on the walkie talkie's when their area is clear, and they have evacuated the building.
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Fire Incident Bags

- The Fire Incident Bag is kept in the office.
- It should be taken with the group, by the warden for that floor if there is a drill or an actual fire
- Inside the bag there are hi-vis jackets, foil blankets, basic first aid kits including burns treatment, hand straps, pen and paper.

Fire Evacuation Plan

If you should detect a fire or are notified of a potential threat to the safe environment of the nursery, you must raise the alarm immediately by pressing the black button on one of the interconnecting smoke alarms. These are in every room and hallway within the setting.

- Always think of the children's safety first

- The fire wardens should take their mobile phones with them so they can access the registers on Famly. Leaders downstairs should keep their phones in the kitchen. The Nursery Trip phone should also be taken as back-up.
- Each adult will be in charge of ensuring the quick and safe evacuation of their group through the nearest fire exit, and that they close the door to their group room behind them
- Any children unable to walk must be carried by a member of staff. The kiddibus and double buggy can be used for babies, if needed.
- The fire evacuation bag contains hand straps for children who need support with road safety.
- All practitioners will assist the group they are working with that day in escorting the children from the building
- The last adult to leave any room, must close all doors behind them.
- The fire assembly point is by the benches in the grounds of Holland Road, Baptist Church.
- Supernumerary staff should help evacuate the babies
- The main entrance door is not a fire exit. Nobody should exit the nursery through the main entrance door unless a fire prevents them from leaving other fire exits.
- Those on the 2nd floor evacuate via the fire escape stairs, calmly holding onto the handrails and with an adult at the front and the back of the group. Younger babies should be carried and passed down the stairs. They should walk to the end of the drive and make their way to the fire assembly point, by the benches in the grounds of Holland Road, Baptist Church.
- If anyone is in the staff/parent room or anywhere else in the building they should make their way back to their groups to assist with evacuation unless an actual fire prevents them in which case, they should join the nearest group and assist – communicating their movements on the walkie talkie.
- Staff should walk children to the nearest official pedestrian crossing. Holland Road is a busy road, and this is the safest route across.
- The manager or next in command should check all present against the registers on Famly
- The Fire Wardens will be the last to leave. Their responsibilities will include:
 - Check everybody has evacuated.
 - Check all doors are closed behind children and adults.
 - Ensure any non-mobile adults with a PEEP are helped out of the building.
- In the case of this not being a fire drill the following will take place:
 - The fire station will be notified by the most senior member of staff. Emergency services 999
 - All parent/carers will be calmly notified as soon as a safe place is reached and made aware of where they can pick their children up.
 - In the event of the above exits being blocked by fire, staff should make a calm and informed decision to use the alternative exit i.e. either the original front door of the main building or the garden doors, depending which is blocked by the fire.
 - In this case, proceed through either the front side door or the main door and onto the pavement following same instructions as above, and on to the fire assembly point, by the benches in the grounds of Holland Road, Baptist Church.

- Under no circumstances should anyone try to put the fire out or re-enter the building until confirmation that it is completely safe.
- On hearing the fire alarm the adult in the garden should open the rabbit run door to ensure they have means to escape.
- There should be a copy of the fire evacuation plan displayed on each floor.

Fire Drills

- We carry out planned fire drills three times a year; Spring, Summer and Autumn.
- The Spring and Autumn drills evacuation points are on the drive and the Summer one is at Holland Road Baptist Church.
- These are noted on the H&S audit and in the fire logbook. An action plan is drawn up after each one and uploaded to the H&S folder on One Drive.
- The evacuation point for a fire drill is by the wall on the left of the drive.

Fire Fighting

- Staff will only tackle fire if in the early ignition phase and/or are blocking escape routes
- There are 5 types of extinguishers:
 - CO2 – Black band and funnel hose
 - Water – Solid red body
 - Dry Powder – Blue Band
 - Foam – Cream Band
 - Wet Chemical – Yellow Band
- There are five types of fire classification:
 - Flammable solids – tackled with extinguishers 2,3,4
 - Flammable liquid - tackled with extinguishers 3,4,1
 - Gases - tackled with extinguishers 3
 - Metals - tackled with extinguishers 3
 - Fats and Oils - tackled with extinguishers 5 and/or a fire blanket
- Never use water on an electrical fire, it could cause electrocution
- To use an extinguisher, use the PASS method. Pull pin, aim at base, squeeze handle, sweep from side to side.

First Aid

Clothes on fire

- Drop to the ground and use a fire blanket (or a coat or similar) to smother flames
- If there is no cover available roll over until flames extinguish
- Minor burns
- Cool with cold or lukewarm water for at least 10 mins
- Remove constrictive items from burn area (do not remove if stuck to burn)
- Cover with sterile, non-fluffy dressing and bandage loosely
- Seek medical attention

Fire Wardens

The Fire Wardens at Young Friends Kindergarten are:

Emma Holmes (ROSPA Fire Safety, ROSPA Fire Warden)

Jes Taylor

Libby Payne

Sophie Lowman

Emma Holmes is responsible for Fire Risk Assessments, ensuring the team knows if anyone has a PEEP and the Fire Evacuation Plan.

External Links and Organisations

ROSPA: [RoSPA – The Royal Society for the Prevention of Accidents - RoSPA](#)

Relevant Policies and Documents

Safeguarding Children Policy
Accident and Emergency Policy
Behaviour Management Policy
Manual Handling Policy
Illness and Medication Policy

Authorisation

Signature:



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