



Fire safety and emergency evacuation

Health and Safety

Policy Statement

Beehive and Honeycomb nursery 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.

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 be written where there are more than five staff.
- We will ensure we will have a copy of the fire safety risk assessment that applies to the building.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- 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 half term
- Records are kept of fire drills and the servicing of fire safety equipment.

Emergency evacuation procedure

In the practice drill the evacuation procedure for our setting covers the following:

- How children are familiar with the sound of the fire whistle.
- How the children staff and parents know where the fire exits are.
- How children are led from the building to the assembly point.
- How they 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.

The fire drill record book must contain:

- Date and time of the drill.
- How long it took.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

FIRE/EVACUATION PROCEDURE

1. In the event of evacuation please raise the alarm by sounding the whistle located on the kitchen counter
2. The Deputy Supervisor to collect the register, keys, child details & mobile phone all of which are located on the front counter, make her way to the Fire Exit by toilets/main door and

remove the bolt. The rest of the staff to gather the children & follow the Deputy Supervisor to the assembly point, which is situated at the entrance of the car park, near the front gate.

3. The Deputy Supervisor will then take a quick head count. She will then give the thumbs up sign if all present and thumbs down if anyone is absent to the Supervisor who will exit the building last after a quick sweep of the building.
4. All staff to ensure that all children do not stray onto the grass area, near the building or near the road.
5. The Deputy Supervisor to take the register.
6. Do not attempt to re-enter the building until the fire service deem it suitable to do so. If it is deemed unsafe to re-enter the building parents and carers will be contacted to collect their child.

This Policy was adopted at a meeting of Beehive and Honeycomb Nursery 17th June 2013

Signed *Tracy Buhain* (Tracy Buhain) Director

Barbara Slone (Barbara Slone) Director