**Health and Safety: Fire Safety and Evacuation Plan**

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**Introduction**

* Purpose

The purpose of this Fire Safety Policy is to ensure the safety and well-being of all children, staff, students, volunteers, and visitors at The Little Bumblebee Nursery. This policy outlines the necessary procedures and responsibilities to prevent and respond to fire emergencies effectively.

* Scope

This policy applies to all individuals within The Little Bumblebee Nursery premises, including all nursery staff, students, volunteers, children, and visitors. It encompasses fire safety procedures, fire drills, and emergency evacuation protocols.

* Relevant legislation and guidance
* Fire Safety Order 2005 (Regulatory Reform)
* Health and Safety at Work Act 1974
* Early Years Foundation Stage (EYFS) Statutory Framework
* Fire Safety Risk Assessment: Educational Premises (HMG 2006)
* Dynamic Risk Management (Alliance 2017)
* Fire Safety Record (Early Years Alliance 2019)

**Fire Safety and Evacuation Expectations**

* For All Nursery Staff, Students and Volunteers
* Be familiar with the fire safety procedures and evacuation routes.
* Participate in regular fire drills and training sessions.
* Ensure all fire exits are unobstructed and clearly marked.
* Report any potential fire hazards to the setting manager immediately.
* Assist in the safe evacuation of children during fire drills and actual emergencies.
* Follow the instructions of the designated fire marshal or manager during an emergency.
* Compliance and Disciplinary Measures

Non-compliance with the fire safety policy may result in disciplinary action, which can include retraining, written warnings, or termination of employment for staff. Volunteers and students may be asked to leave the premises if they fail to adhere to the fire safety procedures.

**Fire Safety Processes and Procedures**

##### The setting manager will have access to, or a copy of, the fire safety procedures specific to the building and ensure alignment with these procedures. Reasonable adjustments will be made as required to ensure consistency.

#### Fire Safety Risk Assessment

#### A competent person will carry out a fire safety risk assessment in each area of the setting using the five steps to fire safety risk assessment:

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 and less ambulant disabled children.
3. **Evaluate, Remove, Reduce, and Protect from the Risk:**
   * Evaluate the risk of 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 actions taken.
   * Prepare an emergency plan.
   * Inform and instruct relevant people; inform and cooperate with others.

#### Fire Drills

* The Manager/Supervisor will arrange fire drills, which will be lead by the Fire Warden. Fire drills will occur every six weeks or during the induction of new staff, students, or volunteers. Alarms will be checked weekly as part of risk checks. All information will be recorded, signed, and dated.
* The fire drill procedure will be clearly displayed in the Baby Room, Toddler Room, Staff Room/Office, and Lobby for all parents, visitors, and helpers to read. Visitors will be informed of exits.
* If the fire alarm fails, a backup plan involving a verbal warning or whistle will be used to alert the setting of the fire. Records will be kept of fire drills and the servicing of fire safety equipment.

#### Emergency Evacuation Procedure

In the event of a fire:

1. **Evacuation Process:**
   * Children will be familiar with the sound of the fire alarm.
   * Staff, children, and parents will know the fire exits.
   * Children will be led from the building to the assembly point.
   * Attendance will be taken to ensure everyone is accounted for.
   * Personal evacuation plans will be followed if required.
2. **Manager/Fire Marshal Responsibilities:**
   * Pick up the children's register, staff register, mobile phone, keys, visitor book, and fire bag/evacuation pack.
   * Call emergency services (999) and ask for the fire service.
   * At the assembly point, check the children against the register and account for all adults.
   * Inform the fire service of anyone missing and possible locations.
3. **General Rules:**
   * Do not stop to collect personal belongings.
   * Do not attempt to fight the fire or re-enter the building if children or adults are unaccounted for.
4. **Parental Contact:**
   * The manager will take folders containing children's records and contact parents/carers in the event of a real emergency.

#### Evacuation and Assembly Point

* All children, staff, students, and visitors will be led from the nursery via fire exit doors to the assembly point located next to the children’s hairdressers ‘Capelli Belli’.
* Room leaders will call the registers to ensure all individuals are accounted for.
* In a real fire, the manager will call the fire brigade.

#### Fire Extinguishers/Blankets

Fire extinguishers are located inside the main room, baby room, and office. These are checked annually by the fire officer, and certificates are recorded. Staff receive training on using the appropriate extinguisher.

### *Review*

The fire safety risk assessment will be kept under review and revised annually or when necessary. The assessment will focus on the following:

* Electrical plugs, wires, sockets.
* Electrical items.
* Gas boilers.
* Cookers.
* Matches.
* Flammable materials, including furniture, furnishings, paper, etc.
* Flammable chemicals (covered under COSHH).
* Means of escape.
* Any other identified hazards.

Fire safety precautions include:

* Annual checks of all electrical equipment by a qualified electrician.
* Immediate removal and recording of faulty electrical equipment.
* Use of socket covers.
* Ensuring water and electrical items do not come into contact.
* Annual checks of all fire safety equipment.
* Safe storage of matches.

#### Fire Drills

* Fire drills, including emergency evacuation procedures and lockdown, are held at least monthly.
* Drills are recorded, including date, staff involved, number of children, evacuation time, delays, and improvements.

Fire exit signs, fire doors, fire evacuation notices, fire alarms, smoke alarms, fire blankets, and extinguishers are all in place and appropriately checked or tested. These are checks are recorded and logged.

### Further Guidance

* Dynamic Risk Management (Alliance 2017)
* Fire Safety Record (Early Years Alliance 2019)
* [Fire Safety Risk Assessment: Educational Premises (HMG 2006)](https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises)

**Policy management and review**

* The Little Bumblebee will review this policy annually. In cases of relevant legal or procedural changes, we will review this policy accordingly. The policy should be made available on the Nursery website, with paper copies provided by the Nursery upon request.
* The policy should be approved, signed and dated and the date for review noted.
* The policy should be provided to and followed by all staff and volunteers.

This policy statement was adopted on 01/01/2023.

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| Reviewed By: Mojdeh Najafpoor | Date: 02/01/2024 |
| Signed:  A handwritten oval shape with a black line  Description automatically generated with medium confidence | Next Review Date: 02/01/2025 |