



# Charters Ancaster Nursery and Forest School



## FIRE EVACUATION POLICY

Reviewed By: Nursery Manager

Date approved by Directors: November 2019 Signature: \_\_\_\_\_

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Woodsgate Place Gunters Lane Bexhill-on-Sea East Sussex TN39 4EB  
T 01424 216670 E info@chartersancaster.com  
[www.chartersancaster.com](http://www.chartersancaster.com)

## **Policy statement**

The Nursery will ensure our premises present no risk of fire by providing the highest possible standard of fire protection. The management and staff are familiar with current legal requirements. When necessary we will seek the advice of a competent person, such as a fire safety consultant.

## **Purpose of this policy:**

The purpose of this policy is to ensure that all staff, adults and children are aware of the procedures for evacuating the Nursery building in the event of fire, flood, or other events etc where the health and safety of adults and children in the Nursery are at risk.

The Chalet building includes the Little Buds and Big Buds classes who are classed as 'babies' and 'walking toddlers' respectively. The Saplings, Twiglets and Sycamores classes are in the main school building and they will be included in any evacuation procedures specified by the Nursery Management. The Saplings and Sycamores are housed on the ground floor and the older children Chestnuts/Sycamores( who will go to school in the next academic year) have their classrooms upstairs on the First floor. The responsibilities are the same for all nursery staff.

## **WHAT HAPPENS IF THERE IS A FIRE?**

In the event of a fire or other life endangering circumstances the person who discovers the fire will:-

- Sound the alarm by smashing the glass on the alarm box and alert all Nursery Staff and staff of the other building.

### **If the children are in class:-**

- On hearing the alarm signal the manager/room leader/or member of staff will give the order for the staff/children to leave the building by the appropriate route to the fire assembly point. (usually the lawn by the Astro turf)
- The room leader/senior or most experienced member of staff will line their class children up and check they are all present before exiting the building as instructed. They will be aided by the other class practitioners.
- When not in class the children and staff will walk in single file and move by the most direct route to the fire assembly point on the lawn.

### **AT ALL TIMES THE CHILDREN WILL:**

- be instructed to act quietly,
- walk in single file,
- not stop to collect their belongings
- not overtake others on the way

### **WHAT ARE THE ROLES AND RESPONSIBILITIES OF STAFF?**

- **The Manager** (or Senior Staff member if the Manager is not present) will leave the building last after checking the premises to make sure that all windows are closed, doors are closed and that there is no one left in the building and that everyone is accounted for.
- She/he will be responsible for alerting the Emergency services and delegating another staff member to ring the school office and alert the other Nursery members.
- Staff will only tackle the fire etc if it is safe to do so. eg by using the fire blanket or fire extinguishers per instructions. **The priority is to get everyone out of the building safely.**
- Each **Room leader** (or the Senior member of staff if the Room leader is not present) will take the class register with them and once everyone is clear of the building at the Assembly Point they will call or count the children and check all children on the register for that session are accounted for and present in the line.
- **Staff** should ensure that both the **nursery mobile phones** are taken out of the building and the Nursery Manager and Business Manager or Senior Staff member will alert the Emergency services on 999 and the Main House office using the phones.
- The other **nursery practitioners** will aid the Room Leader to check the children are lining up and assist with a head count to make sure it is correct, also that they and their children remain calm and orderly when walking to the Assembly point.

- In the event of a real fire evacuation happening on a very wet and cold day children will be escorted by staff to the Main School/hall or lodge to await collection by parents or until they were able to return to the building.

### **BABY AND TODDLER ROOMS**

**We expect at the beginning of each session, Little Buds and Big Buds Key Workers devise a plan as to the best way to evacuate the children in the event of fire.**

**The evacuation cot should be used as necessary to remove the babies from the building.**

If the weather is inclement and it is safe to do so, babies may be transferred to either the main school building or the front of the hall until we receive notification that either we may return to the building or parents collect.

### **FIRE ALARMS**

- **Staff** will make themselves familiar with the positions of the fire alarm call points and fire extinguishers and **Senior staff** should make sure that junior staff or volunteers and students know not only where these are found but also the routine outlined above. Children will be familiar with the sound because they will have heard it during the 'fire drills.'
- In the event of a 'real' fire parents will be contacted and names addresses and telephone numbers will be found on the register. These will need to be updated regularly to include any changes to pupils or staff.

### **FIRE/EXTINGUISHERS/BLANKETS**

- Fire extinguishers are situated in the main hallway outside the Saplings room and in the staff corridor by the Office door. In the School there is a fire-extinguisher beside the main door. There is a fire blanket in the Nursery building kitchen. The main school kitchen has its own fire-fighting equipment This equipment is checked annually by the fire officer and certificates are given.

### **'FIRE DRILLS'**

- The Fire Drill procedure is clearly displayed in the Nursery office, Kitchen, staff corridor, classrooms, toilets and hallway, for all parents, visitors, helpers and staff to read.

## FIRE EXITS

- Visitors will be informed of the exits above which signs are clearly displayed. The two main Exits from the Chalet building are the main Hallway door and the Office outside door. In the event that both of these are not usable the other exits would be onto the verandas from the classrooms and in this case the staff would need to lift children over the veranda fence but this is very unlikely to happen.
- The Sycamores/Chestnuts will be led down the main stairs and out through the front door. If this should not be useable then they can be led out through the Saplings Quiet room or Conservatory door. In the event that the main stair case is un-useable then the classes will be led through the **locked door** and down the back staircase to the fire escape by the toilet block.
- **All Room leaders** will ensure that the children know how to behave in the event of an emergency by having regular mini 'Fire Drills' so that the children know what to expect. *NB The practices will take place on different days and different times of the day so that children who attend in the morning or afternoon or on one or two sessions only, experience a fire practice.*
- The **Senior Managers** (ie Nursery Manager, Business Manager, Deputy Manager and Site Manager,) will liaise and arrange to have a Fire practice termly. All the children and staff will assemble on the lawn by the Astro turf unless other instructions are given. Records are kept of fire drills.
- The fire alarms are checked regularly by the **Site Manager**. However if the fire alarm fails to go off a back-up plan of a verbal warning or whistle will be given to warn the setting of the fire.
- Once the **Nursery Manager or her Deputy in charge** is satisfied that everyone is safely out of the buildings and in the class lines they will tell the class leaders to return to the building and advise them of any changes or improvements that need to be made to current practice.
- In the event of an actual fire or other dangerous event the school will wait for the Emergency services to arrive and follow their instructions.

## **EMERGENCY FIRE DRILL KIT**

A First Aid bag will be taken outside in the event of a fire or fire drill. It will contain the following:

ie mobile phones, registers, and a first aid kit including inhalers and epipens as necessary. Fleece blanket for babies to sit on.

## **FIRE DRILL LOG**

**The fire drill log must be completed after every fire evacuation.**

**It must contain :-**

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

## **FIRE PREVENTION**

- The **Directors** are responsible for arranging for the various electrical appliances in the building to be given a regular safety check and that the Fire safety appliances and procedures are checked regularly to prevent any fire risk or injury resulting in the event of a fire.
- These visits by Fire safety officers are logged and are kept in the school's main office.
- The **Nursery manager, Site manager or Senior member of staff** is responsible for checking daily the correct position of fire extinguishers and the fire blanket and alerting the premises manager of any hazards which might impede a safe exit from the building They check daily that exits in the building are clear. This safety check is logged daily.
- The School is a **Non-Smoking area** and signs are exhibited to remind parents, visitors and staff of this requirement.

- When planning activities staff need to be aware that the Nursery building is made from wood and therefore could be a potential fire risk.  
Staff should make sure that any flames, matches, fireworks, are thoroughly extinguished, eg when celebrating birthdays with candles.
- In the Chalet building cooking takes place on the verandah with either the microwave or the Belling electric oven. Care should be taken that it is not left 'on' when the session is finished. In the Main House, the oven is used in the back dining room.
- Staff have not received any fire safety training and therefore it may be advisable that this is arranged to show them what they should do with the Fire blanket and Extinguishers etc in an emergency.