

8.18 Fire Safety and Emergency Policy

Policy Statement

Little Gillies ensures our premises present no risk of fire by ensuring the highest possible standard of fire precautions.

The manager and all the staff are familiar with the current legal requirements. When writing this policy and reviewing our fire safety and evacuation we sort the advice of our Fire Officer.....

Staff member who is responsible that fire drills take place at regular intervals is
admin
And there deputy is
manager

Procedures

- risk assessments carried out and reviewed regularly
- we have regular fire drills to keep staff aware of what to do
- little Gillies will ensure that they 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 equipment conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer
 - Clearly displayed in the premises at every fire exit
 - Explained to new members of staff, volunteers and parents
 - Practiced regularly ensuring that all children have had a chance at practising a fire drill every half term, and practices at different of the day e.g. in the dark
- Records are kept of fire drills, including names of the children and the staff and visitors taking part. It will also state how long it has taken to evacuate the building date and time. It will say if there was any problems and any actions
- The servicing of the fire equipment is carried out every month or three monthly and records can be found in our fire safety folder situated in the office.
- In case of a real fire we would evacuate to the St Nicolas Church

Emergency evacuation procedure

How children are familiar with the sound of the fire alarm

The fire alarm is tested weekly every

Fire drills are carried out at regular intervals and at different times with every child involved in a fire drill at least every half term.

Children are asked to keep shoes on at all times to ensure that if the need arises for emergency evacuation they have suitable foot ware on

How the children, staff and parents know where the fire exits are.

Fire exits are clearly signed with the escape route displayed at each exit, together with the assembly point

Policy is available for parents to read

Staff to read policy every term.

How children are led from the building to the assembly point

Children are walked to the nearest fire exit then on to the fire assembly point by members of staff.

Babies are in the evacuation cots. One cot for 3 Babies

Outdoor play

If all children and staff are outside then all registers, contacts, medicines, fire bag and first aid kit will be taken out with them.

Cot to be near the door

Sleeping children and children with additional needs

Risk assessments carried out to ensure the safety in the event of the fire or evacuation of these vulnerable children

How will they be accounted for and by whom?

8.18 fire safety

Once at the assemble point the Room Leader/ senior member of staff of each room will call the register to ensure all children are out of the building. Management ensure the visitor book is called to ensure all visitors are counted for.

How long it takes to get the children out safely and over to the assembly point

It is expected that it will take 2 minutes to evacuate the building and reach the outdoor class room. This is documented on every fire drill we have.

Who calls the emergency services and when in the event of a real fire.

The manager or next in charge will call the fire brigade as soon as possible in the event of a fire

How parents are called

When evacuating the building room leader or senior member of staff will take the contacts to assure we have details of every child.

Safe place

In the event of having to evacuate the building for a long period of time we will take the children to St Nicolas Church where we would then call of the children's parents.

All policies and procedures are implemented, reviewed and updated on an annual basis or in line with any changes to local and national guidance/legislation in conjunction with the registered person.

This policy was adopted at a meeting of Little Gillies

Held on.....

Date to reviewed

Signed on behalf of the provider.....

Name of signatory.....

Role of signatory.....

Reviewed by Sarah Beresford

Date June 2023