



# Fire Safety and Emergency Evacuation

We ensure that our premises present no risks of fire by ensuring the highest standard of fire precautions.

The Manager and staff are familiar with the current legal requirements. Where necessary we seek advice from a competent person such as a fire officer or safety officer.

## **EYFS Key Themes and Commitments:**

<i>A Unique Child</i>	<i>Positive Relationships</i>	<i>Enabling Environments</i>	<i>Learning and Development</i>
1.3 Keeping Safe		3.3 The Learning Environment 3.4 The Wider Context	

## **Procedures:**

- The basis of fire safety is a risk assessment. These are carried out by the nursery manager.
- The manager has been given training in fire safety and is competent to carry out the relevant risk assessments.
- Fire doors are clearly marked and are known to all those working in the setting. These must not be obstructed and must be easy to open from the inside.
- Smoke alarms and detectors must be fitted and fire fighting appliances must conform to BSEN standards. These must be fitted in high risk areas of the building.
- Our emergency evacuation procedure has been approved by a fire safety officer and are:
  - Clearly displayed in the premises.
  - Explained to new members of staff and all visitors.
  - Fire evacuations are practiced regularly every 6 weeks.

*Records of these drills are kept on file. This information must include:*

- Date and time of drill.
- How long it took.
- Any problems or delays that occurred.
- Any Further improvements.
- Person in charge/filling out books name and signature.

**Little Tinkers emergency evacuation procedure:**

- On the sounding of the alarm 999 will be called by Nursery manager or person in charge. They will give the following information:
  - *Little Tinkers Nursery School*  
*Scocus Barn*  
*Five Ashes*  
*East Sussex*  
*TN20 6JJ*  
*01825 830772*
- On sounding of alarm lead carer will calmly line children up at nearest evacuation point ensuring she has all children. Visual signs will be used for those with a hearing impairment. Room leaders are responsible for getting their class to evacuation point.
- The lead carer will also ensure she has her register and all relevant staff members.
- The children are lead through the decking area and the side gate to the drive way. This is the assembly point.
- Children under the age of three have rope hold for all children to hold on to which will be directed by staff members. (this is practised regularly and is used as a game)
- At the assembly point all children will be head counted followed by a staff head count and marked off on the register. This will be done by room leaders and manager.
- The manager/person in charge will have all relevant documents and emergency contact details for all children on book.
- All will remain at fire assembly point until the manager is informed by the fire department it is safe to reenter the building due to false alarm. If not parents/carers will be called and informed of the fire and asked to collect their children.
- The Manager will designate a safe place for the children to remain with the staff until collected. Emergency back packs will be provided by the manager and deputy with some toys, books, drinks and snacks.

**In the event of a gas leak or suspected gas leak:**

In the unlikely event of a gas leak/strong smell of gas the same procedure would apply and the proper authorities would be contacted to resolve this problem.

Unwanted visitors would be asked to leave in the event of this not happening all inner doors would be secured and the police would be contacted immediately.

This Policy was reviewed by:	Ellie Hanna
Adapted by:	Laura Woodgate
Read and agreed by:	Little Tinkers Nursery Staff
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