

# Fire Safety and Emergency Evacuation Policy



<b>Approved by:</b>	Nazmon Hannan (Director)
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<b>Last reviewed on:</b>	February 2025
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<b>Next review due by:</b>	February 2026
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## Fire Safety and Emergency Evacuation Procedure

### Relevant Legislation

Statutory Framework for the Early Years Foundation Stage October 2024, 3.65. Providers must comply with requirements of health and safety legislation (including fire safety and hygiene requirements).

3.65 Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency and must have an emergency evacuation procedure. Providers must have appropriate fire detection and control equipment (for example, fire alarms, smoke detectors, fire blankets and/or fire extinguishers) which is in working order. Fire exits must be clearly identifiable, and fire doors must be free of obstruction and easily opened from the inside.

In addition, the Regulatory Reform (Fire Safety) Order 2005 states, all business owners have a statutory duty to name a “responsible person” who will oversee fire arrangements and ensure that regular fire risk assessments are held which focus on the safety of all people using the premises, especially the disabled or infirm.

One of the main duties under fire safety legislation is to conduct risk assessments to determine the appropriate level of fire safety measures to put in place. This covers the risk assessment process, the key safety measures, how to develop an emergency plan and a recovery plan, and fire and arson prevention measures.

The local fire and rescue authority, the Health and Safety Executive, are still the enforcing authority. Under the Reform Order, the 'responsible person' for the premises (competent fire safety officer) must carry out a fire risk assessment and nominate a sufficient number of competent people (fire marshals) so the emergency procedures identified in the fire risk assessment can be put into practice.

### Policy statement

At Jan Pre-School and Nursery, we ensure the highest possible standard of fire precautions are in place. **Nazmon Hannan, is the Responsible Person** who oversees health & Safety of the and staff and we all are familiar with the current legal requirements. Nazmon Hannan has received Fire Warden in Educational Setting training in 2022. **Fouzia Mechri, is the nominated person** to carry out the measures required in the Order. However, the initial Fire safety risk assessment was carried out by a competent person, such as a Fire Safety Consultant. The risks identified in the assessment were reviewed and measures are in place to insure everyone’s safety. A Fire Safety Logbook is used to record the findings of risk assessment, any actions taken or incidents that have occurred during our fire drills.



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### Responsibilities

Name	Duty
Nazmon Hannan	<p>The <b>'Responsible Person'</b>. <b>Nursery Director, Manager and Fire Marshal.</b></p> <p>Monitor the time and procedure for future improvement. Ensure all children came out safe and investigate the source of the fire. Evaluate the procedure and brief staff. Close the hallway door, take the 'grab box' and register all children and staff when outside</p>
Fouzia Mechri	<p><b>Nominated Person. Fire Marshal and Health and Safety Officer.</b></p> <ul style="list-style-type: none"> <li>• Ensure Kitenge or Panna (cook) to the first floor to help in evacuating the babies.</li> <li>• Identify and direct the safe passage for everyone to evacuate.</li> <li>• Call 999, liaising with the local authority, fire brigade and other agencies.</li> </ul>
Naziha Bouda	<p><b>Early Years Educator</b></p> <ul style="list-style-type: none"> <li>• Take all toddlers out in the front yard and count.</li> <li>• The member of staff Mrs Ali/ Kitenge, who is supporting you must be at the back to ensure none of the children are coming back and not panicking (when you have over 5 children).</li> </ul>
Ejana Chowdhury	<p><b>Baby Room Leader and Preschool Educator</b></p> <ul style="list-style-type: none"> <li>• Direct Haleema / Kitenge to evacuate all children from the Comet room and close the garden doors behind.</li> <li>• Check the Planet room is empty and close the inside door behind you.</li> <li>• Check the Planet room toilets, close the toilet door.</li> <li>• Close the white door and lock with the key. Leave the key on the door.</li> <li>• Gather and count all children from the Comet room, outside the gate.</li> </ul>
Valentina Brocci / Nora Kechair	<p><b>Early Years Educator</b></p> <ul style="list-style-type: none"> <li>• Take all the children out of the room and gather them in the front car park at the assembly point.</li> </ul>
Haleema Sadia	<p><b>Early Years Practitioners</b></p> <ul style="list-style-type: none"> <li>• Take all Comet room children out through the double door and close the doors behind.</li> </ul>
Rehana Mahmood	<p><b>Early Years Practitioners</b></p> <ul style="list-style-type: none"> <li>• Close all the windows, take the children downstairs to lead out at the front and count to ensure all children are out.</li> </ul>
Rehana Ali	<p><b>Early Years Educator</b></p> <ul style="list-style-type: none"> <li>• Support the EYE to evacuate all the children safely out of the room to assemble at the fire assembly point.</li> </ul>
Areeg Shahzadi	<p><b>Early Years Apprentice</b></p> <ul style="list-style-type: none"> <li>• Support the EYE in the room to evacuate all the children. Count the children in your group when they are out at the assembly point.</li> </ul>
M Begum <b>Panna / Kitenge</b>	<p><b>Cook</b></p> <ul style="list-style-type: none"> <li>• Turn off the main switch for the cooker, close the window and leave the room to proceed upstairs to support. Ensure all upstairs windows and doors are closed before coming down.</li> </ul>

**All visitors and parents must evacuate immediately using the nearest fire exit.**



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### **To comply with fire safety legislation, the 'responsible person' must:**

- Ensure the Fire Risk Assessment is carried out by a competent person.
- Nominate employees to implement the measures
- Put in place suitable emergency evacuation plans and arrangements
- Provide adequate training and equipment for fire safety and induct the new employees
- Keep the risk assessment under regular review
- Support the risk assessment with professional fire safety advice wherever necessary.

### **The Nominated Persons' duties:**

- Have a major role in the fire risk assessment and devising any subsequent emergency plan
- Ensure all staff are aware of the plan and receive appropriate training
- Ensure all fire-detection and fire-fighting equipment and alarms are appropriately serviced at the appropriate times

### **The Fire Marshal's Duty:**

The responsible person and the nominated person are the Fire Wardens who will effectively carry out their roles in preventing fires. The Fire Wardens' main role is to try and prevent fires.

### **Proactive day-to-day duties:**

Ensure all fire exits and routes remain free from obstruction and accessible at all times. It is crucial that exits are opened to check they are not blocked from the outside;

Ensure break-glass call points are clearly visible and have a break-glass point sign and emergency fire action notice next to them;

Ensure all fire extinguishers are correctly located, serviced in time, signed and stored above floor level;

Ensure general housekeeping is effective. For example, paper storage and waste storage must be controlled;

Any external rubbish storage should be confined to purpose made bins kept away from the main building, secured against any possible arson attacks;

Ensure that no room or area with a fixed source of ignition or heat is to be used for the storage of combustible materials;

- Ensure control of flammable liquids and hazardous materials. These items should be securely locked away when not in use and when they are being used, only decant the amount of material needed for that job;
- Ensure electrical safety checks/pat testing are all carried out on time;
- Ensure rubbish and external security are monitored;
- Ensure emergency lighting is tested monthly;
- Ensure effective hot works management and appropriate issuing of hot works permits and control of contractors;
- Ensure fire alarm checks and tests are carried out weekly;
- Ensure all staff complete fire inductions;



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- Ensure evacuation route notices and exit sign surveys are carried out;
- Ensure fire doors are checked on a weekly basis;
- Ensure you are working within the requirements of the agreed fire risk assessment
- Ensure you are effectively managing all checks/paperwork/compliance documentation;
- Ensure you accurately document all of the above.

### **Reactive emergency duties**

A Fire Marshal's main role is to try and prevent fires. However, where fire occurs, the Fire Marshals need to react.

- Evacuating the building
- tackle a small fire
- Contact the local fire brigade by dialling 999.

### **Employees' Duties**

All employees must:

- take reasonable care of their own health and safety and that of other people who may be affected by their work
- co-operate with their employer as much as is necessary to ensure that any fire safety duties are performed
- report at once any hazard which they believe could contribute to the starting of a fire or to the prevention of safe evacuation of the premises (e.g. fire escapes being blocked).

## **Procedures**

### **Planned Preventative Maintenance (PPM) of the fire safety system**

#### **Fire safety risk assessment**

Our initial fire risk assessment (FRA) has been carried out by a **competent, registered** person to identify any possible dangers and risks. An action plan has been drawn to prioritise the task to eliminate or reduce, the risk from fire as far as is reasonably possible and provide general fire precautions to deal with any possible risk left. We review our action plan every term.

The fire safety risk assessment focuses on the following for each area of the setting:

#### **Heat ignition source**

An ignition source is a process or event which can cause a fire or explosion. Below are some examples of ignition sources:



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- Hot surfaces
- Open flames
- Sparks
- Overheating of electrical equipment
- Friction
- Matches, lighters, etc
- Static electricity
- Lightning

Other risk factors:

- Flammable materials – including furniture, furnishings, paper etc.
- Flammable chemicals or Oxidising materials Oxidising materials are liquids or solids that readily give off oxygen i.e. nitrates, peroxides, chlorates. Phosphorus ignites spontaneously at room temperature – out of water
- Means of escape

### **Fire safety precautions**

- We ensure that fire escape doors are clearly marked, never obstructed and easily opened from the inside.
- We ensure that smoke detectors/alarms BS EN standards are fitted in appropriate high-risk areas of the building
- We installed new fire Extinguishers to extinguish ‘all fires’ in each floor
- We have all electrical equipment checked annually by a qualified electrician. Any faulty electrical equipment is taken out of use and replaced.
- We installed a fire blanket near the cooker.
- 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 term.
- We keep records of all fire drills and the servicing of fire safety equipment.

### **Emergency evacuation**

Procedures for practice drills including:

- Children are familiar with the smoke alarm which are placed in the kitchen, all playrooms, office and on the corridor.
- Fire exit signs are visually displayed near both exit
- Fire alarm will automatically switch on detection of smoke or Heat



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- Staff members working with children will escort them outside to the front yard then **fire assembly point, opposite side of the nursery.**
- The first person bringing the child down will stay with them at the bottom and the two other members will carry the rest of the children down. Panna or Kitenge will come down with the last child and lead them out through the main Fire Exit.
- The manager will contact the parents if there is a need for them to collect the children.

### **Fire drills**

We hold fire drills termly and record the following information about each fire drill in the Fire Safety Log Book:

- The date and time of the drill.
- Number of adults and children involved.
- How long it took to evacuate.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

### **Legal framework**

- [Regulatory Reform \(Fire Safety\) Order 2005](#) and Early Years Framework 2023

### **Further guidance**

- [Fire Safety Risk Assessment - Educational Premises \(HMG 2006\)](#)