

the children's house

Fire Safety Policy

The site consists of a 73 place day nursery and a 16 place Out of School Club. There are currently 36 members of staff employed at the site. Fire Safety is of paramount importance and the organisation has a full and comprehensive Fire Risk Assessment. Fitted with an electrical, one phase alarm system, the site meets legislative and regulatory requirements.

Appointments

Responsible Persons: Sylvia Tiffney & Theresa Ellerby

Competent Persons: Jo Robinson, Rebecca Noton & Trish Smaller

The Competent Persons have received Fire Safety training and are responsible for overseeing all checks of the fire alarm system, emergency lighting and fire drills. They keep records of all incidents, drills and checks and report to the Responsible Persons on a monthly basis.

Key Holders

There are five main key holders for the site:-

Sylvia Tiffney
Theresa Ellerby
Jo Robinson
Trish Smaller
Debbie Crofts

Main Assembly Point

The Main Assembly Point is situated in the far corner of the nursery garden and is designated by a large sign. Staff are responsible for the welfare of the children whilst at the Main Assembly Point and in adverse weather conditions, when entry back into the site may not be possible, if this is not possible, alternative shelter will be provided at The Green Man public house – staff and children will safely make their way over on foot.

Fire Extinguishers

Staff are not encouraged to use fire extinguishers unless fire is blocking the route of the evacuation. Fire Extinguishers are located around the site – these points are recorded on a plan of the site. They are checked each morning and evening as part of the 'early doors' and 'closing' checklist. Extinguishers are serviced annually and staff receive training on how to use an extinguisher. For electrical fires, rooms carry a C02 (black band) extinguisher.

Fire Safety Training

All staff will receive fire safety training – this is to be delivered in house by the Competent Persons, who themselves, attend training. A full explanation of the Fire Procedure is given on Day 1 of a staff member's induction.

Fire Drill

Fire Drill evacuation of children, staff and visitors will take place on a monthly basis and the effectiveness of which is recorded in the Fire Drill Log book by the Competent Persons.

Protective Clothing

If the fire alarm is sounded all children and staff must have evacuated the building and be at the Main Assembly Point within 2 minutes. In winter months, each Deputy Manager may nominate a member of staff to quickly gather any blankets/ coats for very young children, if they are situated along the escape route.

Emergency contact

Reception staff (Administrator) will take the key to the back gate, index cards with emergency contact details for all children and a fully charged mobile phone. If the site is not safe to re-enter, the staff team will begin making contact with parents/carers.

Signs/Fire Doors

Fire Doors must not be wedged open unless to aid the movement of furniture, in which case, it should be closed immediately after. The building has correct and adequate signage to direct persons in the event of a fire.

House Keeping

It is the responsibility of all staff to play an active part in monitoring house keeping issues on site. All areas of the building should be regularly cleaned and rubbish, combustible materials should not be left in areas where they may cause a fire. Faulty equipment (electrical) should be checked on a daily basis and be subject to annual Portable Appliance Testing. House keeping issues/faulty equipment should be reported to the Competent Persons.

Policy Review

This policy, along with the Fire and Incident Procedure will be reviewed in line with legislative and regulatory changes and after an incident. The policy will be reviewed at least once per year if there are no changes in legislation or regulation or no incidents.

Emergency Lighting

This is tested on a monthly basis by a competent person and the results recorded on file, dated and signed.