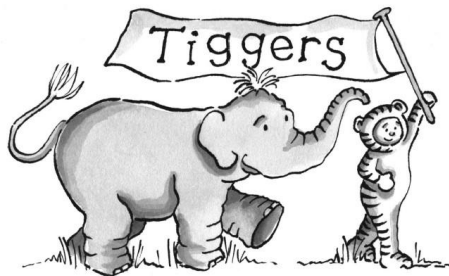


First Safety Policy



Policy statement

We ensure the highest possible standard of fire precautions are in place. The person in charge and our staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Officer or Fire Safety Consultant. A Fire Safety Log Book is used to record the findings of risk assessment, any actions taken or incidents that have occurred and our fire drills. Downloadable Fire Safety Log Books are widely available free of charge on line. We ensure our policy is in line with the procedures specific to our building, making reasonable adjustments as required.

Fire Safety Policy

- 1 All the electrical equipment and any other necessary equipment is checked on a monthly basis.
- 2 Two full time members of staff are appointed as fire officers, each with responsibility for one floor of the school in the event of evacuation.
- 3 The fire exits are checked on a daily basis for easy opening. The three fire exits are as follows:
 - front door
 - basement french window/door and fire escape stairs
 - back door through the toilet area (only to be used in the event that access to front door is blocked in some way).
- 4 There are three fire extinguishers in the school in the following locations;
 - just inside the door to the school, on the left hand side
 - two beside the kitchen area in the basement. (one foam)
- 5 All staff are made aware of how and when to use these fire-fighting appliances.
- 5 There are two fire blanket should they be needed - in the toilet area on the ground floor and in the art area in the basement.

- 6 Termly fire drills are carried out (at varying times and dates to ensure all children and staff take part) and the children are made aware that when fire is mentioned they must leave everything and vacate the school immediately.
- 7 All fire exits are clearly marked and parents, staff and children are all notified of these exits upon joining the school.

Procedures

Fire safety risk assessment

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- The manager has received training in fire safety sufficient to be competent to carry out the risk assessment; this will be written where there are more than five staff and will follow the Government guidance Fire Safety Risk Assessment - Educational Premises (HMG 2006).
 - Our fire safety risk assessment focuses on the following for each area of the setting:
 - Electrical plugs, wires and sockets.
 - Electrical items.
 - Gas boilers.
 - Cookers.
 - Matches.
 - Flammable materials – including furniture, furnishings, paper etc.
 - Flammable chemicals.
 - Means of escape.
 - Anything else identified.

Fire safety precautions taken

- We ensure that fire doors are clearly marked, never obstructed and easily opened from the inside.
- We ensure that smoke detectors/alarms and fire fighting appliances conform to BS EN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- We have all electrical equipment checked annually by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced.

- 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 six weeks.
- Records are kept of fire drills and of the servicing of fire safety equipment.


Tiggers Nursery School
Evacuation Procedure *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.

- 1 In the event of fire or any other evacuation requirement, everything should be left immediately and everyone on the ground floor should progress out of the front door to the outside area, and those in the basement should use the French window/door fire exit and staircase at the front of the building. Children should be encouraged to stay calm and should be told not to run.
- 2 The appointed fire officer on the ground floor should check the toilet areas are clear before leaving the building. The fire officer downstairs should check the back office is clear before leaving.
- 3 Should the need arise to vacate the school, progress immediately to the park and gather on the tennis court where the children can be contained safely. The daily register will be collected either by the fire officer or the school secretary. They are located in the school office.
- 4 A role-call should be taken by one of the staff, using the daily attendance register; the fire officer will call 999 for assistance once everyone is out of the building.
- 5 In the event of a fire at the front of the school on the ground floor the building should be vacated through the sand and water room into the garden. Should we need to leave this area we will go into the next door house, call 999 and await the emergency services.

- 6 The school must not be re-entered until the appropriate permission has been given by the emergency services.
- 8 Any fire or evacuation incident must be recorded in the Fire Log book. Any problems that arose during the incident and how they were resolved should be noted in this book.

This policy was adopted at a meeting of	Tiggers Nursery	<i>(name of provider)</i>
Held on	<u>01 September 2023</u>	<i>(date)</i>
Date to be reviewed	<u>01 September 2024</u>	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	<u>Andrew Pitayanukul</u>	
Role of signatory (e.g. chair, director or owner)	<u>Director</u>	

Legal framework

- Regulatory Reform (Fire Safety) Order 2005

Further guidance

- Fire Safety Risk Assessment - Educational Premises (HMG 2006)