

## **Fire Safety and Fire Evacuation Procedure**

We work within the Statutory Framework for the Early Years Foundation Stage (EYFS), published by the Department for Education (DfE) in March 2021, effective from September 2021

Links to:

Childcare Act 2006	Health and Safety at Work Act 1974
Convention on the Rights of the Child UNICEF 1989	Management of Health & Safety Regulations 1999 & 2006
Data Protection Act 2018	Regulation Reform (Fire Safety) Order 2005 (2006)
Electricity at Work Regulations 1989	Safety and Safety Committees Regulations 1977
Freedom of Information Act 2000	The Health and Safety Regulations 1996

Merry go Round Day Nursery recognises that the safety of all children within the setting is paramount at all times.

With this in mind, an emergency evacuation plan is in place that remains permanently displayed within the Nursery.

In the event of a minor fire, the Nursery is equipped with a fire extinguisher and fire blanket. It is emphasised that the safety of children and staff is very important and a minor fire would only be dealt with when all the children are safe and that the staff member does not take any personal risks. All incidents and drills will be recorded in a Fire Log Book.

A plan of evacuation is displayed around the nursery, including Personal Emergency Evacuation Plans (PEEP).

### **Fire Evacuation Procedure**

**Fire Marshalls will be responsible for calling the Fire Brigade and will stop traffic where necessary**

#### **All other staff/ students/ volunteers etc will**

1. Fire drill will be held every half term. The time and date to be determined by the Fire Marshall and will be carried out by different members of staff to ensure all are familiar with procedures.
2. All staff members, volunteers and students must be familiar with their responsibilities and the procedures to be followed, which will be outlined at staff inductions.
3. Staff and children will be alerted to fire by smoke alarms.
4. Non ratio staff will assist where needed in the evacuation procedure. The fire bags are in each class room and baby rooms have the use of a bomb cot.
5. Staff outside the building will be instructed to remain outside with their group of children and not return to the building. They will assist other staff in evacuating the building and reassuring the children in the garden (which has a locked, but easy exit gate).
6. Staff inside the building will be responsible for ensuring that their group of children are accounted for and assist children to leave the building in a quiet and calm manner.
7. Supervisor will collect registers with Arrival and Departure records for the day and ensure that all rooms are empty including cots, buggies, toilets, changing rooms and kitchen. If babies are asleep staff will quickly and calmly assist in taking them outside together with blankets to keep them as warm as possible.
8. Registers will be called and staff and children checked against Arrival and Departure records.
9. Staff will assure children, stay calm, and await assistance.

**Fire Marshall**

At Merry-go-Round at Green Croft – Nicki Ovel & Room Supervisors

At Merry-go-Round at Riverside – Sharon Parham & Room Supervisors

**Adoption Date: 1<sup>st</sup> September 2020.**

**Signed:**

*Nicki Ovel*

**Annual Review**

Reviewed 1<sup>st</sup> September 2021

Reviewed 1<sup>st</sup> September 2022

Reviewed 1<sup>st</sup> September 2023

Next review 1<sup>st</sup> September 2024