

# Fire Safety Policy

## Policy Statement

It is the policy of Dainty Little Hands Ltd.@KIDZACDEMY as part of its health and safety policy to ensure that the risk of fire is minimised by undertaking regular risk assessments, having in place suitable fire precaution systems and to have robust procedures for the evacuation of the building in case of fire. It is mandatory for all staff to receive regular Fire Safety Training including training in the contents of the Emergency Plan. This training will take place 12-monthly. In addition, the monthly Fire Evacuation Drills taking place at Dainty Little Hands Ltd. @KIDZACDEMYwill be recorded as staff training.

Our policy is that:

1. No life be put in jeopardy in any way whatsoever.
2. Evacuation procedures are tested monthly.
3. Possessions, equipment, etc. are replaceable and no person’s life or an injury to a person is worth their rescue.
4. The responsible person will undertake a fire safety risk assessment on a regular basis.
5. Suitable fire precaution systems are implemented and followed.
6. Fighting any fire is only undertaken when there is no risk to a person or persons and that person to have received appropriate training.

It is the responsibility of all of the team to carry through this policy.

## Procedure in the Event of a Fire

In the event of a fire, safety and preservation of life will override all other considerations. It is the duty of all staff to make themselves familiar with the agreed emergency evacuation procedures. As part of the regular review of the risk assessment, the arrangements for ensuring fire safety will be under continual review.

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## Arrangements for Ensuring Fire Safety

1. **Emergency Evacuation Procedures**

**ACTION TO TAKE IN THE CASE OF A FIRE**

1. **On discovering a fire staff must blow their whistle in short sharp blasts continually to sound the alarm.**
2. **On hearing the whistle blown in short sharp blasts each member of staff should also repeat this action blowing short sharp blasts so that all children can identify the sound of the alarm and the need to evacuate.**
3. **On hearing the fire alarm staff should encourage the children to line up and evacuate the building quickly but in a calm manner.**
4. **Staff must collect the fire bag located by each fire exit when exiting the building.**
5. **Staff must take the child and staff registers with them (registers for each room are located next to the fire exit doors in the red fire bag). Staff should also take emergency medication when evacuating the building (which can be found on the emergency medication shelf in each playroom).**
6. **Pre-school Room staff in the main nursery must take the visitors book, staff signing in register and the student signing in register with them as they evacuate the building to ensure all the staff, students and visitors have evacuated the nursery.**
7. **The designated assembly point is situated at the top end of the outdoor play are indicated by the GREEN Assembly point sign.**
8. **THE RED FIRE BAG CONTAINS INSTRUCTIONS FOR NEXT STEPS.**

**Once Outside and assembled on the assembly point**

1. The Manager is responsible to contact the Fire Brigade by using the nursery mobile phone which should be be on their person at all times.
2. One member of staff from each playroom should call out the register while another member of staff counts the number of children to check against the number recorded on the register.
3. The Fire Officer is responsible for checking that each playroom has all their children present by checking the registers which the staff has already checked.
4. The Fire Officer is responsible for checking that all visitors, staff and students are out of the building i.e. take the visitors book, the staff signing in registers and the student signing in register from the Pre-School staff and check each visitor, member of staff and student are present outside.
5. Any adult or child that is not present must be immediately reported to the fire brigade on arrival. If the evacuation is a practice drill, then this information needs to be immediately reported to the Fire Officer of the Nursery (the most senior manager onsite) so appropriate action can be implemented.

**Please ensure**

1. Senior members of staff should always assist the staff in the Baby Room during a fire drill providing there are adequate levels of staffing in the other playrooms. The senior staff need to evacuate the building with their children first and then go to the Baby Room entrance so Baby Room Staff can pass the babies outside to them, for once anybody evacuates the building they cannot go back inside until permission has been given to do so from the Fire Officer of either the Nursery or Fire Brigade.
2. All staff have a responsibility to alert staff and children that are partially deaf or have a hearing impairment.
3. The Fire Officer of the nursery is responsible for alerting the admin staff and any visitors that may be in the first-floor offices of a fire/fire drill. Also, he/she would need to alert any people that maybe in the Log Cabin.
4. Senior staff must ensure that visitors who are to be left unattended in the nursery i.e. Ofsted Inspectors are fully aware of the Fire Drill before they are left alone.

**Re-entering the Nursery**

1. Before re-entering the nursery, staff must wait until either the Fire Officer of the Nursery or the Fire Officer of the Fire Brigade has checked the premises and confirmed it is safe for the children, staff and students to go back inside.
2. It is important that the children return to the nursery in the following order:- Pre-School Rooms, Tweenie Rooms, Toddler Room and the Baby Room. This is so surplus staff can go back outside to help other playrooms who have higher ratio’s (this is providing their playroom has adequate levels of staffing).
3. Once everyone is back inside the Nursery, a member of staff from each playroom must re-take the register to ensure everyone is present.

**NEVER RE-ENTER THE BUILDING BEFORE GIVEN PERMISSION TO**

1. **Fire-fighting Equipment (Fire Extinguishers, Fire blanket)**
* Fire-fighting equipment is located throughout the premises. Different appliances are designed for different applications and conditions; this will have been taken into account with respect to their siting.
* Staff will receive training in the safe operation of portable fire-fighting equipment and the appropriate applications for particular items.
* No attempt should ever be made to tackle a fire unless it is very minor and poses no significant threat to the occupants of the building.
1. **Evacuation Drills and Equipment Tests**
* On a termly basis, there will be drills to test the emergency evacuation procedures, together with tests of the audible fire alarm equipment.
1. **Good Housekeeping**
* Staff should follow good housekeeping practices, including those listed below, which can eliminate or reduce many fire risks.
	1. Sources of ignition should be controlled. Heaters should not be covered up and electrical sockets should not be overloaded.
	2. Portable electrical equipment should be checked annually.
	3. Rubbish should not be left lying around.
	4. Care should be taken to avoid large flammable displays along escape routes.
	5. Escape routes should always be kept clear and fire exit doors never blocked.
	6. Outside rubbish should always be stored in a secure, locked compound located away from the building.
1. **Outside Security**
* Precautions on Outside security are taken to avoid the risk of arson.

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| Signed: | \_\_\_\_\_\_\_\_\_\_\_Jayne Dainty\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: | \_\_\_\_\_\_\_\_\_\_\_\_11/08/2024\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Policy review date: | \_\_\_\_\_\_\_\_\_\_\_\_\_01/08/2025\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Remember your training

Report the location of the fire to others in the building if it is safe to do so and sound the alarm immediately.

Evacuate at once using the nearest available exit.

DO NOT:

Run, collect personal belongings, or use the lift (if one is installed)

Once outside, remain at a safe distance from the building, preferably on the opposite side of the road.

Do not re-enter the building until you are advised by the Fire Brigade that it is safe to do so. No one else has this authority.