

Fledglings Day Nursery Fire Safety

To meet the requirements of the Regulatory Reform (Fire Safety) Order 2005, Chelsey Hooper is responsible for fire safety and is known as the responsible person. The deputy is Meryl Malyckyj who carries out the fire risk assessments and organises fire drills.

As 'responsible person' you must:

- Carry out and regularly review a fire risk assessment of the premises identifying any possible dangers and risks.
- Tell staff about the risks you have identified
- Put in place, and maintain appropriate fire safety measures
- Plan for an emergency
- Provide staff information, fire safety instruction and training.

Fire risk assessments

As the 'responsible person' you must carry out and regularly review a fire risk assessment of the premises. This will identify what you need to do to prevent fire and keep people safe. If your organisation has 5 or more employees, you must keep a written record of your fire risk assessment.

The Five Step Checklist

1. Identify the fire hazards – sources of ignition, sources of fuel, sources of oxygen.
2. Identify people especially at risk – in and around the premises.
3. Evaluate the risk of a fire starting and the risk to people. Remove or reduce hazards and the risks. Provide general fire precautions to protect people.
4. Record your findings and action you have taken, share this information with other responsible people, prepare an emergency plan and provide training.
5. Review and update the fire risk assessment regularly. (Annually or when any changes are made.) Make changes where necessary.

All staff will be made aware of the fire risk assessment and fire safety procedures and will understand their individual responsibilities within the prevention and evacuation procedures. This will form part of staff induction.

Fire Evacuation Procedure

- On discovering a fire, operate the nearest fire alarm point immediately.
- Do not stop to collect any belongings, or to put shoes or coats on.
- Do not attempt to tackle the fire.
- All windows and doors should be closed when leaving the building, if possible, to prevent the fire spreading.

- The Manager collects the **Register, Registration Folder**, mobile phone and setting's keys, and checks toilets, whilst room leaders and practitioners escort the children to the assembly point.
- Assembly point is the drive on drive off area at the front of the nursery.
- On reaching the assembly point a senior staff member should call the register.
- The Fire Officer leader telephones the Fire services, stating:
 - I. Name, address, telephone number
 - II. Type of fire, if it is known
 - III. If anyone is trapped or hurt or missing
- All staff should remain calm and reassure children whilst waiting for emergency services.
- When fire service arrive, they need to be informed of:
 - Last known location of missing person (if applicable)
 - Last known location of fire
- Under no circumstances must anyone return to the building, until the fire brigade says it is safe to do so.

Fire prevention procedure

- We will risk assess our activities in order to promote fire prevention. *Avon Fire & Rescue has the most comprehensive and can be found on their website <http://www.avonfire.gov.uk/business-safety/fire-risk-assessments>*
- Entrances, exits, stairways and corridors will remain clear and accessible at all times.
- There is a no smoking policy in place on the premises.
- Use of electronic and other hazardous equipment will be supervised at all times.
- Maintain high standards of housekeeping; keep flammable materials away from ignition sources. NB this includes dust.
- Staff will undergo fire safety training where necessary and appropriate.
- We will aim not to overload plug sockets
- All of our electrical equipment will be PAT tested by an approved electrician.
- We will have appropriate fire detection equipment that is in working order i.e.: smoke alarms, fire alarms, which will be maintained and tested regularly.
- We will have appropriate fire precautions in place e.g. portable fire extinguishers and fire blankets.
- We will have suitable fire exit doors which lead to a final and safe place.
- We will have appropriate fire exit signs.
- We will identify a safe fire evacuation route, and an alternative if possible.

For further information:

Five step guide to a fire safety risk assessment:

<https://www.gov.uk/government/publications/fire-safety-risk-assessment-5-step-checklist>

A short guide to making your premises safe from fire:

<https://www.gov.uk/government/publications/making-your-premises-safe-from-fire>

Government fire safety guides for different types of premises (e.g. education, places of worship, assembly halls etc.)

<https://www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business>

Author

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