

### **3.6.1 Fire Safety**

The Nursery site specific fire risk assessment and subsequent reviews should be referred to for full details of site-specific hazards, risks and controls.

### **3.6.2 Practising an Emergency Evacuation**

At approximately six-monthly intervals a practice emergency evacuation will be conducted. In any case the practice evacuation should not take place if a serious incident has already occurred that day.

It is recommended that the following guidelines be observed:

- At nurseries it is important that, sometime before the practice, the children are told what will happen and what the purpose is. During the practice they should be assured that they are not in danger and that everyone should walk, rather than run, out of the building.
- During an evacuation everyone must leave the nursery, assemble at the assembly point and be checked against the Nursery registers.
- The Manager should record the time at which the alarm was sounded, oversee the evacuation, record the time at which the last person leaves and then check to ensure everyone has left the building.
- Any problems encountered during the practice should be recorded and reviewed with members of staff. Measures needed to prevent a recurrence should be agreed and introduced as quickly as possible.
- Problems that cannot be resolved locally should be referred to the Company's Health and Safety Committee.
- At locations where the alarm might be audible in neighbouring premises, the occupants should be forewarned of an impending practice.
- At the completion of the practice normal routine should be resumed as quickly as possible.

The Nursery Manager is required to record the outcome of the evacuation drill in the Fire Log Book, attaching a dated register of all staff, children and visitors who were involved in each evacuation.

### **3.6.3 Guidance on Using the Fire Log**

Within the Fire Logbook there should be a plan of the nursery identifying all fire alarm call points and fire extinguisher locations for reference.

#### ***Fire Alarm Tests***

- The alarms must be tested on a weekly basis, using a different alarm point each time.
- The date and outcome should be recorded on the Fire Alarm Test Record Sheet.
- If the alarms are found to be unsatisfactory, the fault must be reported immediately, and details recorded. Remedial action must be taken, and the date of such action recorded.

#### ***Emergency Lighting Tests***

- The emergency lighting must be tested on a weekly basis.
- This is a visual check to ensure that the light is present, the red indicator light (if present) is lit and that the light is not damaged.
- The test date should be recorded on the Record Log Sheet.
- Indicate whether the lights are satisfactory.
- If a light is found to be unsatisfactory, record remedial action taken.

#### ***Emergency Exit and Fire Escape Route Checks***

- The fire escape routes and exits must be checked daily and recorded at least once a week.
- Fire escape doors must be checked to ensure they are in good working order and escape routes must be checked for obstructions, trip hazards, structural damage etc. Any faults must be recorded along with remedial action taken.
- Fire doors should be checked to ensure they close properly, and they are in good condition.

- Check that fire extinguishers are in their correct positions on wall brackets and along escape routes.

### 3.6.4 Testing of Fire Fighting Equipment

- All firefighting equipment must be serviced on an annual basis by the company’s nominated contractor.
- Nursery Managers should be aware when the next service is due (from the service label on the extinguishers) and if the service is not carried out by the due date, it should be reported.

### 3.6.5 Fire Induction and Training

- On commencement of employment, each employee must be trained on the fire procedure.
- New employees must be shown the firefighting equipment within the Nursery and must be trained on where to use different types of firefighting equipment.
- New employees must be trained on the evacuation procedures including assembly points.
- In addition, all staff should be regularly retrained in fire procedures to ensure adequate working knowledge in emergencies.

### 3.6.6 Fires, False Alarms and Other Evacuations

- The dates and times of any fires or false alarms must be recorded in the Fire Logbook.
- Record location of fire or location of false alarm.
- Record any possible cause of fire and any remedial action taken by management to extinguish or prevent future recurrences.
- Record any attendance by the Fire Brigade.
- All Record Sheets must be signed by the responsible person, in most cases the Nursery Manager.

### 3.6.8 Bomb Threats

Bomb Threats will be extremely rare given the nature of our industry and the location of the majority of the Nurseries. It is more likely that a nearby premises will be targeted which will require us to either evacuate or move to a safer location within the Nursery. In that example we would defer to the Fire Brigade or similar Emergency Service for guidance.

On receipt of a bomb threat and where possible, immediately alert someone else if possible but do not put the handset down or cut off the conversation.

- Details of the Message (Exact Words)
- Where Is It?
- What Time Will It Go Off? (If this is imminent initiate evacuation procedures immediately)
- What Does It Look Like?
- Who Are You?
- Their Address (Always Worth Asking)
- Details of the Caller: Man/Woman/Child/Old/Young
- When the call has finished inform the Nursery Manager who will contact the Police.

Voice	Speech	Language	Accent	Manner	Background Noise
Loud Soft Rough Educated High pitched Deep Disguised	Fast Slow Distinct Blurred stutter	Obscene Coarse Normal educated	Local Regional Foreign	Local Rational Irrational Coherent/Not Deliberate Hysterical Humorous Drunken	Factory Road Music Office Quiet Voices Typing Mobile phone

### 3.6.9 Evacuation and Place of Safety Policy

This policy is to be used for the relocation of the Nursery in the event of a major incident on or around a Childbase site that leaves the nursery unusable.

#### 3.6.10 Procedure

All children will be allocated to their key worker for the duration of the evacuation and re-location procedure. Where the key person is not present the Manager will allocate a responsible person for the children affected. The children will evacuate via the nominated fire exits to the place of safety and room registers will be taken.

Please ensure the member of management leading the evacuation wears a reflective vest to identify themselves as the person-in charge. On leaving the building (or as soon as is reasonably practicable) please ensure 'Laminated Evacuation Notice' is displayed on the front door of the nursery to inform parents and visitors where you are.

The group will be taken on foot, and it must be arranged for them to be met by a nominated representative and shown to an allocated room/area.

On reaching the allocated room/area key persons will check the children against the registers and then continue to supervise their allocated key children.

An emergency evacuation kit will be assembled and kept in an easily accessible location. The kit will contain equipment and supplies appropriate for the Place of Safety.

#### ***The Kit must include:***

- Water (if not available in place of safety)
- Bottles (steri-bottles)
- Nappies and wet wipes
- Toys and books as appropriate and practical
- First-Aid Kit
- Torches
- High visibility reflective vest(s)
- Laminated 'Evacuation Notice'
- Emergency Mobile Phones
- Formula (if you are not able to get this easily)

In case of evacuation, the kit as well as the Visitors Book, Manager's Diary and Room Registers must be taken with the children and staff to the place of safety. In addition, emergency medication such as epi-pens and similar must be taken. In most cases these medications will be kept in the room with the relevant child.

The number of resources available in the kit should reflect the availability of the resources in the local area. Where the place of safety is situated near to a supermarket or shop, e.g., a small number of nappies and wipes would be adequate until these can be purchased. Where the evacuation is to a rural area e.g., the back of the nursery garden the full requirement will need to be met to ensure there are adequate supplies until all children can be collected.

The decision to evacuate to the place of safety will be made by the Nursery Manager in consultation with the Area Manager, Regional Director, and Health & Safety Manager wherever possible.

#### 3.6.11 Place of Safety

Each Nursery must have at least one Place of Safety; a secondary may be required due to the operational hours of our business being beyond that of the Place of Safety, or a variety of other reasons. The Place of Safety must be agreed in writing and checked 6 monthly to account for changes.

Once agreed the Place of Safety will be added to the catalogue on the Shared Drive which will include a contact name, number, location map showing the distance and route from Nursery to Place of Safety, and any other specific relevant details as required.

### 3.6.12 Response Team

The Nursery Team will be focused on the safe evacuation and the on-going safety of the children at the Place of Safety.

Communication will primarily come from a 'Response Team' formed from designated persons at Head Office.

In order to correctly, and swiftly communicate to the Parents the Response Team will need the following information:

- The Nature of the Emergency
- The Expected Length of Disruption to the Nursery
- The Number of Children Being Evacuated
- The Actual Attendance per Room
- The Place of Safety

The Response Team will typically be made up of members of the Human Resources, Finance and Administration Teams due to the transient nature of the other Teams based from Head Office.

### 3.6.13 Communication with Parents

Initial communication will be via a simple, short text message designed to inform the recipient of the evacuation that their child is safe, and the nursery is at the Place of Safety.

This will be followed up by a direct phone call following the script below.

#### ***Text Message Template:***

We are evacuating the Nursery to our Place of Safety. The Children are fine & with their key persons. We will call you shortly to update you.

#### ***Telephone Script:***

Dear [Parent Name],

I am calling from [Nursery Name], please do not worry the children are all safe and with their Key Workers. We have had to evacuate the Nursery due to [Fire, Bomb Threat, Gas Leak etc.].

All the children are at the designated Place of Safety at [Place of Safety Name] which is located at [Location of Place of Safety].

Please can we ask that you make your way to our Place of Safety to collect your child? Our employees will remain with the children until you can make your way there.

### Document Control & Related Documents

Title	3.7 Fire Safety
Procedure Owner	Commercial Director
Author	Mark Bird
Reviewers	Health & Safety Committee
Issue No	1
Policy Effective Date	October 2010
Manual	Health & Safety Manual Version 4.0
Re Issue No. Date Issued: Policy Effective Date	2 January 2015 January 2015
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