Fire and Evacuation Policy

Pippa Pop-ins Nursery Schools

Pippa Pop-ins 165 New King's Road (Ofsted ID: EY449873)

Pippa Pop-ins 233 New King's Road (Ofsted ID: EY449869)

Pippa Pop-ins 430 Fulham Road (Ofsted ID: EY449872)

Pippa Pop-ins 5 Kensington Place (Ofsted ID: EY489562)

Pippa Pop-ins 91-93 Princedale Road (Ofsted ID: 2857426)

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Pippa Pop-ins®
Nursery Schools

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1. Scope and Application

1.1 This policy applies to:
Pippa Pop-ins 165 New King's Road (Ofsted ID: EY449873) ("**Pippa Pop-ins**")
Pippa Pop-ins 233 New King's Road (Ofsted ID: EY449869) ("**Pippa Pop-ins**")
Pippa Pop-ins 430 Fulham Road (Ofsted ID: EY449872) ("**Pippa Pop-ins**")
Pippa Pop-ins 5 Kensington Place (Ofsted ID: EY489562) ("**Pippa Pop-ins**")
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1.2 Under this policy all employees, including directors, apprentices, casual workers, whether on permanent or temporary contracts are collectively referred to as '**staff**'.

1.3 This policy does not form part of any contract and Pippa Pop-ins may amend it at any time.

2. Policy Aims

2.1 This aim of this policy is to help our community to respond calmly and effectively in the event of fire. The priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the Pippa Pop-ins' nursery premises.

2.2 Pippa Pop-ins is aware of the importance of fire safety. For this reason, this policy has been formulated to be compliant with legal obligations to staff, children in the care of Pippa Pop-ins (**children**) and visitors under the 'Regulatory Reform (Fire Safety) Order 2005 (as amended)'. These include the provision of a safe place of work where fire safety risks are minimised. Due to its importance, this policy also forms part of Pippa Pop-ins' overall Health and Safety Policy.

2.3 We will ensure that all visitors to the premises are aware of the evacuation procedures and not left alone unless they are aware of, and familiar with, the fire safety procedures.

3. Responsibilities

3.1 Head of Nursery Responsibilities

3.1.1 It is the responsibility of the Head of Nursery to ensure:

- fire risk assessments are undertaken and regularly reviewed;
- any recommendations made in fire risk assessments are reviewed by management and implemented if appropriate;
- ensuring an Emergency Evacuation Plan is in place and that fire evacuation drills are undertaken regularly for the respective nursery;
- there is consultation with and implementation of any recommendations made by the Fire and Rescue Service or independent Fire Safety Adviser;
- staff are informed of the fire safety implications of events organised in the respective nursery premises;

- no-one re-enters the buildings during an evacuation procedure until instructed to do so;
- evacuation times and general observations are noted during a practice evacuation for improvement. The Headteacher should seek feedback from participants and ensure that any necessary remedial action is taken;
- sufficient staff are nominated to undertake the role of Fire Marshal, conducting Fire Marshal training where appropriate;
- suitable provision is made should a Fire Marshal not be present during working hours;
- easily verifiable and accurate records are kept of fire drills and evacuations;
- appropriate fire safety training is provided for all members of staff;
- accurate training records for all staff members are kept;
- the Fire Marshal list is kept up to date;
- fire safety related matters are included in any workplace inspections and risk assessments undertaken in their areas;
- there is sufficient fire action notices and fire evacuation signage throughout the site;
- routine testing of the emergency escape lighting is undertaken; and
- there is an annual service of fire extinguishers.

3.2 Fire Marshal Responsibilities

3.2.1 The role of a Fire Marshal is to check that their delegated area of responsibility is clear of all personnel in the event of an evacuation. They should not have other specific duties (such as looking after certain children) in the event of a fire or another emergency. Once the area is clear, the Fire Marshal should go to the assembly point and report to the Assembly Point Controller that they have completed their check of the area.

3.2.2 It is the responsibility of the Fire Marshal to ensure that one is onsite at all times during their working hours. If that is not possible it must be reported to the Head of Nursery.

3.2.3 Fire Marshals receive regular refresher training. A list of all Fire Marshals and the areas for which they are responsible is located in the fire safety folder.

3.3 Staff Responsibilities

3.3.1 It is the responsibility of all staff to:

- take care not to put themselves or others at risk;
- follow fire safety instructions;

- report any weaknesses in the fire safety arrangements;
- ensure that the premises are safe from fire and its effects;
- not damage or deliberately misuse any fire safety related equipment or facilities;
- ensure that their training is kept up to date on an annual basis; and
- ensure they fulfil all delegated responsibilities in line with our policies.

4. Fire Safety Measures

4.1 Fire action notices are displayed on each floor adjacent to fire alarm call points, and Pippa Pop-ins ensures that everyone knows what they look like, and where they should go on hearing the fire alarm. The safe evacuation of all staff and children is the priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. Pippa Pop-ins provides fire awareness training, including the basic use of fire extinguishers, to all staff including Health and Safety officers and Fire Marshals. We also offer regular refresher training. No one should attempt to use a fire extinguisher before they have been trained in its use.

4.2 Fire Safety Folder

4.2.1 All nurseries will have a red fire safety folder which will be updated as needed, but as a minimum, on a termly basis. The fire safety folder must contain:

- the most recent fire risk assessment and completed actions following the assessment;
- the fire panel logbook;
- a zone plan of the fire alarm zones;
- plans of fire evacuation routes;
- a list of current trained fire marshals;
- records of fire drills;
- records of lockdown drills; and
- records of staff fire safety training.

4.3 Registration

4.3.1 An accurate record of all staff and children present in the building must be kept at all times and children and staff members must be marked in and out on arrival and departure.

4.4 Assembly Points

4.4.1 Each nursery should have a nominated assembly point where all staff, children and visitors will go in the event of a fire or any other emergency evacuation. There will be a second point of

safety if the children are not able to return to the setting for a prolonged period of time. This should be clearly highlighted on the nursery's evacuation posters. This must be:

- away from the road;
- in a controlled area i.e. fenced off;
- within three minutes' walk from the premises; and this may not apply for all settings when considering second place of safety.
- reviewed by the Head of Nursery for suitability on a termly basis.

4.5 **Fire Drills**

4.5.1 A fire drill will be carried out and recorded once a term or as and when a large change occurs, e.g. a large intake of children or a large group of new staff members join the nursery.

4.5.2 Drills will occur at different times of the day and on different days to ensure evacuations are possible under different circumstances.

4.5.3 Records of drills will be logged in the fire safety folder with notes made on time taken to evacuate, successes and lessons learned.

4.5.4 Any issues arising from a fire drill will be logged and dealt with immediately by the Head of Nursery.

4.5.5 Any false alarms must be recorded in the fire logbook and any lessons learned along with evacuation times.

4.5.6 All children and staff must participate in these drills and additional fire drills should take place if there is any reason for more practice.

4.6 **Training and Instruction**

4.6.1 Training and instruction will be provided as follows:

- induction training on the actions to be taken on discovering a fire or on hearing the fire alarm will be given to all new members of staff. The induction will usually be issued on the first day for staff. If not they will be given a verbal briefing informing them of the Assembly Point in the interim;
- Fire Marshals will be provided with specific fire safety training organised by the Head of Nursery;
- nominated members of staff will be provided with training in the safe use of portable fire extinguishers;
- all members of staff will be provided with information in relation to fire safety at the relevant nursery premises. Such information will include, but is not restricted to, the specific risks identified in the fire risk assessment, the applicable fire safety control measures in place and the identities of all those with fire safety responsibilities, including details of who to contact in an emergency;

- all members of staff will receive annual refresher training and/or specific updated training if the fire risk to them changes, such as those introduced to new or different work practices or equipment; and
- training records will be maintained by the Head of Nursery.

4.7 Fire Risk Assessments

4.7.1 Pippa Pop-ins' fire risk assessments meet the requirements of the Regulatory Reform (Fire Safety) Order 2005 (as amended). Specifically, they identify:

- the hazard;
- the people at risk;
- the measures to evaluate, remove, reduce and protect from the risk;
- the measures needed to record, plan, inform, instruct and train people in risk reduction or removal; and
- the arrangements for reviewing the assessments.

5. Fire Evacuation Procedures

5.1 All staff must respond to a fire by:

- calmly raising the alarm by breaking the glass on the nearest call point;
- notifying the Head of Nursery where the fire is where possible;
- on hearing the alarm, calmly informing the children that they need to leave the building, gathering them by the door of the room and doing a headcount before leaving the room;
- nominating a staff member (usually a senior staff member) to leave the room last and to perform a final check to ensure all children and staff have been accounted for. If a Fire Marshal is present, they should perform this task;
- if nominated to do so, collecting the room's evacuation bag;
- exiting the premises with the children via the nearest fire exit, to the nearest assembly point closing fire doors on the way out. If the staff member works in the kitchen, they should ensure they switch off all kitchen equipment on their way out of the premises;
- carrying a maximum of two babies/non-mobile toddlers unless they use evacuation aprons or trolleys. Staff should abide by the manual handling procedures in the Health and Safety Policy;
- on arrival at the assembly point, performing a headcount; and

- staff and children should wait at the assembly point for the emergency services and report any missing people to the Fire Marshals.

5.2 Managers/Deputy Managers must respond to a fire by:

- wearing a hi-vis jacket;
- ensuring no one re-enters the building until it is confirmed safe to do so by the emergency services;
- liaising with the Fire Marshals;
- liaising with the fire brigade upon their arrival;
- contacting parents, carers and next of kin if required, using the contact details in Famly; and
- ensuring all children, staff and visitors with disabilities are supported and assisted during the evacuation.

5.3 Fire Marshals must respond to a fire by:

- ensuring they are the last person to leave their area/room and performing a final check to ensure no one is left behind;
- if requested to do so by the Headteacher, checking the children present against the register;
- confirming with the Head of Nursery/Fire Warden that their area has been checked and notifying them whether anyone is unaccounted for;
- wearing a hi-vis vest; and
- supporting all staff in maintaining control of the children at the assembly point.

5.4 The Head of Nursery/Fire Warden must respond to a fire by:

- dialling 999 and asking for the fire service;
- collecting the following items where safe to do so:
  - the tablet containing the children's register, staff register and visitor register;
  - a mobile phone;
  - keys to the premises;
  - evacuation pack with emergency contacts list, nappies, wipes and blankets;
  - first aid kit; and
  - medicine required for any children;

- wearing a hi-vis vest of a different colour to the other staff members to be easily identified;
- securing the premises;
- nominating a Fire Marshal to check the children against the register and communicating with them;
- communicating with the fire service; and
- moving the children to a safe location if it is not possible to return to the premises and informing parents / carers.

5.5 **Fire Exits**

5.5.1 Escape routes are indicated by appropriate fire exit signage where necessary. The majority of escape routes are protected by fire resisting construction and fire doors. Their aim is to protect people for the length of time it takes them to exit the building.

5.5.2 Under no circumstances should a fire exit be obstructed.