

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency, and must have an emergency evacuation procedure.



Fire safety and emergency evacuation

Policy statement

It is the policy of Cotswold Bunnies Nurseries to eliminate the risks from fire, so far as is reasonably practicable. Where fire risks cannot be eliminated, measures will be taken to reduce the risk to the lowest practicable level. In achieving this goal all sources of fuel, ignition and any other factors that are under the company's control will be considered. A fire risk assessment will be conducted in accordance with current legislation. The assessment will result in an action plan and appropriate risk control measures.

The person responsible for the implementation of this policy is:

	Person Responsible
Cotswold Bunnies on the Common	Laura Brown
Cotswold Bunnies in the Cowshed	Pippa Collins
Overall	Katy and Ludo Serafin

Procedures

Fire safety risk assessment

- The basis of fire safety is risk assessment, carried out by a 'competent person'. This may be outsourced to a relevant contractor.
- The person in charge has received training in fire safety sufficient to be competent to carry out the risk assessment; this will follow the Government guidance Fire Safety Risk Assessment - Educational Premises (HMG 2006).
- Our fire safety risk assessment focuses on the following for each area of the setting:
 - Electrical plugs, wires and sockets.
 - Electrical items.
 - Cookers.
 - Matches.
 - Flammable materials – including furniture, furnishings, paper etc.

- Flammable chemicals.
- Means of escape.
- Anything else identified.

Fire safety precautions taken

- We ensure that fire doors are clearly marked, never obstructed and easily opened from the inside.
- We ensure that smoke detectors/alarms and fire fighting appliances conform to BS EN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- We have all electrical equipment checked annually by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
 - clearly displayed in the premises;
 - explained to new members of staff, volunteers and parents; and
 - practised regularly, at least once every 8 weeks.
- Records are kept of fire drills and of the servicing of fire safety equipment.
- Children recognise the sound of the smoke alarms
- Fire exits are known to staff and children by frequent fire practices.

Emergency evacuation procedure

- In the event a member of staff discovers a fire, they must raise the alarm to other staff members. This may be via the use of walkie talkies, whistles, personal alarms or shouting as necessary.
- On hearing any of the alarms, including the fitted smoke alarms, adults in each room will get the children to line up by the nearest and safest exit door. Room leaders are responsible for this.
- Room leaders or designated person will take the registers, phones and a fire grab bag as appropriate with them.
- Children are encouraged to get out as quickly as possible but not to run and to remain calm.
- Staff lead the children out of the building following the correct evacuation procedure for the setting and room as set out below
- Staff assemble at the assembly point.
- Room leaders will ensure that all the children in their room are accounted for and report to the Manager or Deputy in charge.
- Manager or deputy will call the fire service. They will also be responsible for liaising with the fire service on arrival.
- Parents are contacted once children are safely outside.

	Common	Cowshed
Baby Room	On hearing the alarm, staff will lead children down the stairs in to the main house, and through the conservatory.	On hearing the alarm, staff will lead the children out of the main door and into the main garden. They will then

	<p>In the event that this route is unavailable, they will be lead through the nursery kitchen, out onto the decking, and down to the patio with the other children.</p>	<p>exit the main garden and walk to the assembly point.</p> <p>In the event that this route is unavailable, they will be lead out through the office door, or the messy room door if necessary.</p>
Little Bunnies		<p>On hearing the alarm, staff will lead the children out of the main door and into the courtyard. They will then exit the courtyard, walk around the main garden and walk to the assembly point.</p> <p>In the event that this route is unavailable, they will be lead out through the fire exit door in to the back garden, and will either exit through the gate by the bins and walk to the assembly point, or exit through the gate to the fields, and walk round by the tennis court to the assembly point.</p>
Big Bunnies	<p>On hearing the alarm, staff will lead children through the nursery kitchen, out onto the decking, and down to the patio with the other children.</p> <p>In the event that this route is unavailable, they will be lead down the stairs in to the main house, and through the conservatory.</p>	<p>On hearing the alarm, staff will lead the children out of the main door and into the courtyard. They will then exit the courtyard, walk around the main garden and walk to the assembly point.</p> <p>In the event that this route is unavailable, they will be lead out through the fire exit door in to the back garden, and will either exit through the gate by the bins and walk to the assembly point, or exit through the gate to the fields, and walk round by the tennis court to the assembly point.</p>
Assembly Point	<p>By the bush to the right of the gate to the main road, inside the garden.</p>	<p>In the field to the right of the main entrance. Staff will need to cross the small drive and go through the gate into the field.</p>

Fire drills

We hold fire drills termly and record the following information about each fire drill in the Fire Safety Log Book:


- The date and time of the drill.
- Number of adults and children involved.
- How long it took to evacuate.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

Legal framework

- Regulatory Reform (Fire Safety) Order 2005
- Fire Safety Act
- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999

Further guidance

- Fire Safety Risk Assessment - Educational Premises (HMG 2006)

This Policy was adopted by:		Cotswold Bunnies Nurseries Ltd	
On:	31/10/2024	Date to be reviewed:	31/10/2024
Signed on behalf of the Provider:			
Name of Signatory:	Pippa Collins		
Role of Signatory (e.g, Chair, Director or Manager)	Manager		