

Fire & Emergency Evacuation Policy and Procedures

Sunbeam Family Services Ltd T/A Sugar Plum Tree Nursery recognises the importance of the fire and emergency evacuation procedures being familiar to all adults and children within the setting. We assure to keep doorways, corridors and egress paths clear and unobstructed. We make sure that all electrical appliances and cords are in good condition and PAT tested. We have Intumescent Fire Door Seals fitted in all fire doors. The steps are marked with Photoluminescent Floor Marker Strips to assure they are visible in dark.

To meet fire safety legislation, Designated Health and Safety Officer/Building Manager **Norma Perkins**, the Deputy Health and Safety Officers/Service Managers **Beata Hawrot** and Liaising Manager/Deputy Manager **Fozia Shahid** and Assistant Health and Safety Team **Asma Waqar, Maryam Malik** and **Majlinda Neza** must carry out fire risk assessments. The Health and Safety Management Team will appoint external competent accredited person or company to undertake regular checks. This gives opportunity and reasonable steps to reduce the risk from fire and make sure people are safely escape if there is a fire.

1: Fire Evacuation Procedure

The fire / evacuation procedure for the setting is displayed next to the fire evacuation points and in the office at both sites. Fire exits points and sign posted above them and the nearest exits location marked above doors in every room.

1.1: All staff, volunteers and students are introduced to the setting's evacuation procedures during the induction process and the inductor will ensure that all inductees familiarise themselves with the emergency exit routes. Fire drills will be held once every term for the setting as a whole.

1.2: Consideration will be made for any adult or child including SEND children within the setting that has mobility issues and a clear **Personal Action Plan** will be made in advance at admission or at induction for the safe evacuation of such individuals.

1.3: In the event of fire or emergency evacuation the Fire Warden will take charge for ensuring the alarm has been raised, and fire brigade has been called. The Fire Warden will ensure that the premise is empty before leaving and will be the last person to leave the building. The Fire Marshal will collect the Evacuation Bag and signing in and out sheets. The fire evacuation bag is stored close to the fire exit and contains blankets and umbrellas. If it is unsafe or impossible for the evacuation bag to be collected, it will be left behind. The collection of the bag should not in any way prevent or delay the exit of premises by any person. The Fire Marshal will lead to exit the building with the staff and children in a calm and safe manner, ensuring and in accordance with the evacuation procedure

Nominated Fire Warden: Norma Perkins

Nominated Fire Warden at Greenleaf Site: Asma Waqar

Nominated Fire Warden at Erskine site: Beata Hawrot



Nominated Fire Marshal at Greenleaf site: Linda McKean, Maryam Malik and Majlinda Neza

Nominated Fire Marshal at Erskine site: Fozia Shahid, Lisa McKean and Shelly Anne Dunchie

In the absence of Fire Warden, Fire Marshals including Linda McKean, Maryam Malik, Fozia Shahid or Lisa McKean will take over to carry out Fire Evacuation Procedures. All management team have Fire safety- Fire Warden and Fire Marshal training, which is updated every 3 years. We assure there is always a Fire Warden and Fire Marshal are on site.

In the event of a fire or emergency evacuation the cook and any other non-assigned adults such as volunteers and students will help with younger children or children who need support to mobilise. Under the direction and supervision of the room leader they will assist with the evacuation of the children.

Once all the children and adults are gathered at the assembly point the Fire Marshal together with room leader/senior staff member will take a quick register check to ensure that everyone is accounted for.

The premises will not be re-entered until instructed to do so by the Fire Brigade.

2: Fire safety equipment

The Designated Health and Safety Officer/Building Manager **Norma Perkins**, the Deputy Health and Safety Officers/Service Managers **Beata Hawrot** and Liaising Manager/Deputy Manager **Fozia Shahid** and Assistant Health and Safety Team **Asma Waqar**, **Maryam Malik** and **Majlinda Neza** will monitor the fire safety equipment, e.g. fire extinguishers and fire blankets, in the buildings. The Health and Safety Management Team will appoint external competent, accredited company to undertake checks if required.

All fire alarms are checked and recorded on the weekly basics by Fire Marshals and emergency lights are checked and recorded on monthly basis. Competent accredited person or company will undertake their yearly check of fire alarms and emergency lighting.



3: Fire & Emergency Evacuation Procedures and Plan at Greenleaf Site

In case of fire, Fire Warden should:

- Raise the alarm and dial 999 for the fire brigade
- If safe to do so and without possible injury to self or others, extinguish the fire with the appliances provided
- Once the area is clear of all persons close the door to contain the fire if possible

If the fire alarm sounds, exit the building:

- Staff to gather all the children with the help of cook, volunteers, office staff and students in an orderly fashion- DO NOT PANIC
- Exit the premises using the nursery front door, using the rear fire exit door if leaving through the front is not possible. If outside the exit should be made via the fire exit gate on the LEFT side of the building. If this is not possible, exit through the RIGHT fire exit gate
- Those exiting from the community centre building should exit through the FRONT fire exit door and out through the community centre's main entrance. If this is not possible, exit through the REAR fire exit door walking up the driveway only if the main entrance is not safe to be used
- The Designated Fire Marshal will collect the signing in and out sheets, fire evacuation bag and will lead all adults and children calmly to the assembly point
- The Fire Warden will ensure that the premises are empty before going to the assembly point
- The designated assembly point is the Baptist Church car park on **Greenleaf Road for (Greenleaf site)**
- DO NOT re-enter the premises until told to do so by the fire brigade



4: Fire & Emergency Evacuation Procedures and Plan at Erskine site

In case of fire, Fire Warden should:

- Sound the alarm and dial 999 for the fire brigade
- If safe to do so and without possible injury to self or others, extinguish the fire with the appliances provided
- Once the area is clear of all persons close the door to contain the fire if possible

If the fire alarm sounds, exit the building:

- Staff to gather all the children with the help of cook, volunteers, office staff and students in an orderly fashion- DO NOT PANIC
- Exit the premises using the nursery evacuation door on the left side in the nursery building, using the rear fire exit door if leaving through the nursery evacuation door is not possible. Exit through the RIGHT fire exit gate
- The Designated Fire Marshal will collect the signing in and out sheets, fire evacuation bag and will lead all adults and children calmly to the assembly point
- The Fire Warden will ensure that the premises are empty before going to the assembly point
- The designated assembly point is on **Melville Road for (Erskine site)**
- DO NOT re-enter the premises until told to do so by the fire brigade

Useful resources and websites

- 5 Steps to fire risk assessment document: www.firesafetyguides.communities.gov.uk □
- Regulatory Reform (Fire Safety) Order 2005 A Short Guide to Making Your Premises Safe From Fire available to order from DCLG publications, tel: 0870 1226 236, email: communities@twoten.com or download from: www.communities.gov.uk/publications/fire/regulatoryreformfire □
- HM Government – fire safety risk assessment, educational premises and a short guide to making your premises safe from fire: www.fireservice.co.uk □ www.fire.org.uk

This policy was reviewed in the Spring Term 2020

