



**The Burrow**  
**Policies and Procedures**  
**2. Health**



The Burrow is committed to Safeguarding and Promoting the Welfare of Children and Young People and expects all staff, students and volunteers to do the same. Safeguarding children is everyone's responsibility.

## **2.7 Fire Safety and Emergency Evacuation**

### **Policy statement**

To the best of our ability, we ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The manager and our staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our local Fire Officer.

### **Procedures**

#### *Fire safety risk assessment*

- The basis of fire safety is **Risk Benefit Assessment (App 3.9a)**, carried out by the owner manager as the 'Responsible Person', and agreed by all staff
- The setting is assessed by the local Fire Safety Officer to ensure we are compliant with current regulations and recommendations – latest report in fire practice file
- The manager is knowledgeable in fire safety and is competent to carry out the risk assessment, referring to 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 and appliances
- Light fittings
- Central heating boiler
- Cookers
- Matches
- Flammable materials – including furniture, furnishings, paper etc.
- Flammable chemicals
- Flammable liquids
- Means of escape
- Anything else identified

### *Fire safety precautions taken*

- We ensure that fire doors are 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
- Electrical equipment is maintained by a series of user checks and visual inspections and any faults reported to the manager. Any faulty electrical equipment is taken out of use and repaired if appropriate, or replaced
- We ensure children are taught how to behave safely around electrical equipment and sockets
- Our **Emergency Evacuation Procedures (App 2.7a)** are:
  - approved by the Fire Safety Officer
  - clearly displayed in the premises
  - explained to new members of staff, volunteers and parents
  - practised regularly, with children in setting, to ensure every child attending practices at least once a term
- Records are kept of fire drills in the **Fire Procedure Practice Log (App 2.7b)** and of the servicing of fire safety equipment.

### *Fire drills*

- Our Emergency Evacuation Procedures will be practiced each half term to ensure all children know and understand fire drill procedures. The practice will include the use of the actual alarm sound and 'dummy' obstructions
- The following practice details will be recorded in the Fire Procedure Practice Log and will include:
  - 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.
- Children may be upset by a practice evacuation, and we will be sensitive to their needs at all times
- As far as possible, parents will be informed on collection on the day a Fire Drill has taken place.

**Signed:** *L.B. Mee*

**Name:** Lynn Mee

**On behalf of The Burrow Nursery**