



## **The Play Den**

### **14 Safeguarding and Welfare Requirements**

#### **FIRE AND EVACUATION PROCEEDURE**

We ensure our premises present no risk of fire by ensuring the highest possible standards of precautions and the Nursery has been checked by a representative from the fire contractor to maintain the mains smoke detectors and alarm system.

#### **PROCEEDURE**

The setting is risk assessed every morning and throughout the day to ensure hazards are removed or minimised.

Smoke detectors are fitted in all areas. All conform to BSEN standards and call points are tested weekly, in conjunction with the building next door (whom we are attached to). We also have a fire blanket located next to the cooker and fire extinguishers are located in throughout the setting.

A fire alarm is fitted in the Nursery.

Our emergency evacuation procedure is:

- Clearly displayed in the all rooms (including the kitchen and reception)
- Explained to new children, staff, parents and volunteers
- Practiced regularly at least twice per year
- The children are familiarised with the sound of the alarm

- The fire exits are explained to them
- They are taught to line up in the event of hearing the sound of the alarm and await instruction from a member of staff regarding which exit to use.
- In the event of a fire at the front of the setting we evacuate in the following manner:
  - Caterpillars** -Via rear lobby exit
    - Via hallway exit
  - Ladybirds** -Via toddler garden
    - Via hallways exit
  - Butterflies** - Via rear garden.
    - Via side alley exit
- In the event of a fire we evacuate via the nearest exit and evacuate to our assembly point that is next to unit 16 (to the rear of the Nursery) outside of the car park gates.
- Staff have duties that ensure:
  - Evacuation bag is collected (containing essential items), one is located in each nursery room
  - Sleeping children are evacuated
  - Ensure hard of hearing staff are aware of the fire
  - We have a telephone
  - We have emergency contacts for all children (in the evacuation bag)
  - We have the register of all children present
  - Who will call the fire brigade
  - Who will call the parents/emergency contacts
- Records are kept of fire drills and checks to alarms that include:
  - Date and time of the drill
  - How long it took to evacuate
  - A record of any problems that delayed evacuation
  - Any further action to improve the drill procedure

### **(Safeguarding and Welfare 3)**

This policy was produced on 19/11/12 and last updated on 11/4/19