



Version control

Agreed at Meeting on	Attended by	Final Approval by	Date Approved	Next Review Date
5.6.2014	R. Angell J. Malins	<i>Angell</i>	5.6.2014	5.6.2015

Policy

Otters Nursery Schools Limited ensure our premises present no risk of fire by implementing the highest possible standard of fire precautions.

- The person in charge and staff are familiar with the current legal requirements.
- Where necessary we seek the advice of a competent person, such as our Fire Officer, or Fire Safety Consultant. The basis of fire safety is risk assessment. These are carried out by a 'competent person'.
- The manager has received training in fire safety sufficient to be competent to carry out risk assessment; this will be written where there are more than five staff. This will follow the guidance as set out in the Fire Safety Risk Assessment – Educational Premises document.
- All staff will ensure that they have a copy of the fire safety risk assessment that applies to their particular building and that they contribute to regular reviews.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- 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 half term.
- Records are kept of fire drills and the servicing of fire safety equipment. Emergency evacuation procedure.
- Every setting is different and the evacuation procedure will be suitable for each setting.
- All documentation relating to Health and Safety have been purchased from a professional provider.

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Managers will ensure the following is actioned:

- What to do in the event of fire will form a part of the introduction/induction of new members of staff.
- The Fire evacuation procedure will be laminated and on clear display within the setting as well as contained within Fire Risk files in the manager's office.
- To ensure familiarity with procedures evacuations will be practised at regular and random intervals and documented on a minimum six weekly cycle throughout the year.
- All fire alarm and evacuation practices will be documented after the event using the Fire and Emergency Evacuation record. On completion this will be retained within the Safety Records File.
- These will be held with no regard to any conditions existing inside or outside of the nursery premises, e.g. rain, snow, frost, mealtimes.