

Essex Wildlife Trust

Nature Nursery: Fire Safety and Emergency Evacuation Policy and Procedure

A policy describes what we do and how we do it as an organisation. It is a set of agreed principles which set out a course of action adopted by our staff and volunteers. It will often include acceptable methods, behaviours, and an approved procedure. It is usually internal, although some organisational policies are expected to be publicly accessible.

Version Control

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Document author: (name and job title)	Mel Mewton; Nature Nursery Manager
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Policy audience and how it will be communicated to this audience:	Nature Nursery Staff – available electronically on Wildpoint and in paper form within office files. All staff instructed to read updated policy and sign to confirm. EWT staff – available electronically on WildPoint Externally – available on Nature Nursery website Policy area

When review is completed, please send to: businesssupport@essexwt.org.uk

Version	Date	Changes made by	Reason for change
2	8/11/2022	J Burlingham	<ul style="list-style-type: none"> - Update to new company format - Update to include accurate job titles within the organisational structure of SLT, OLT, Nature Nursery Structure and Safeguarding responsibilities - Updated where appropriate to refer to any new company system requirements
			<ul style="list-style-type: none"> - Clarification and update of assembly points - Map included as appendix detailing locations of assembly points, fire exit routes, address and phone number details including What3Words locations of site and nearest defibrillator
3	14/11/2023	J Burlingham	<ul style="list-style-type: none"> - Update to EYFS document reference



Essex
Wildlife Trust

1. Introduction

- 1.1. At Nature Nursery we endeavour to maintain a safe environment through our fire safety policy and procedures. Under the Regulatory Reform (Fire Safety) Order 2005 it is a requirement that the person in charge of premises, who is called the Duty Holder or Responsible Person, carries out a Fire Risk Assessment.

2. Scope

- 2.1. The Nursery Manager and all staff are familiar with the current legal requirements in relation to keeping the children safe from harm whilst in their care.
- 2.2. This policy to be used alongside Nursery specific and company wide Health and Safety policies and procedures

3. Purpose of Policy

- 3.1. Nature Nursery will take the necessary steps to reduce the risk of fire and make sure all children and adults can escape should there be a fire. The setting will do this by carrying out a fire risk assessment and by having an effective emergency evacuation escape procedure.

4. Policy Statement

- 4.1. Nature Nursery premises present a low risk of fire by ensuring the highest possible standard of fire precautions. The person in charge and staff are familiar with the current legal requirements and attends fire safety training. Where necessary we seek the advice of a competent person, such as a certified Fire safety risk assessor who carries out an annual fire risk assessment.

5. Procedure

5.1. Fire safety risk assessment

- 5.1.1 The basis of fire safety is risk assessment, this carried out by the Manager or Nominated Deputy this will be carried out on a regular basis and when new equipment is introduced, and new children join i.e., any children with additional needs.
- 5.1.2 The relevant Nursery staff 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).

5.1.3 Our fire safety risk assessment focuses on the following for each area of the Nursery and surrounding areas:

- 5.1.3.1 Cabin including kitchen and toilet area
- 5.1.3.2 Pizza Oven (including outdoor kitchen)
- 5.1.3.3 Log burner
- 5.1.3.4 Lighting campfires
- 5.1.3.5 Electrical plugs, wires and sockets
- 5.1.3.6 Electrical items.
- 5.1.3.7 Matches.
- 5.1.3.8 Flammable materials – including furniture, furnishings, paper etc.
- 5.1.3.9 Flammable materials – including storage of cleaning materials.
- 5.1.3.10 Storage sheds
- 5.1.3.11 Means of escape.
- 5.1.3.12 Anything else identified.

5.2. Fire safety precautions taken

- 5.2.1 Fire doors/gates are clearly marked, never obstructed and easily opened from the inside. Locations are detailed on the Fire Exit Routes document displayed around site (see Appendix section).
- 5.2.2 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.
- 5.2.3 All electrical equipment checked annually (PAT testing) by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced.
- 5.2.4 Mains electrical testing will be carried out every 5 years.
- 5.2.5 Our emergency evacuation procedures are approved by the Fire Safety Officer and are clearly displayed on the parent's noticeboard and around site.
- 5.2.6 All procedures are explained to new members of staff, volunteers, visitors and parents; and practised regularly, at least once every four weeks.
- 5.2.7 Records are kept of fire drills and of the servicing of fire safety equipment and sent to the Health and Safety Compliance Manager at regular intervals.

5.3. Emergency evacuation procedure (also can apply to other emergency situations)

- 5.3.1 In the event of a fire the member of staff blows their fire whistle in 3 short, sharp blows until other adults confirm they have heard this either via blowing their own whistle once

or through the staff walkie talkies if in use (when staff and children are located within the woodland area, not visible from the Nursery office).

- 5.3.2 The walkie talkies will also be used as additional form of communication to alert staff of the location of the fire if necessary.
- 5.3.3 All children will be trained to find the nearest member of staff if they hear the fire whistle.
- 5.3.4 All children, staff, visitors and parents/carers follow the fire exits and proceed to the nearest assembly point located on the Fire Exit routes map (see Appendix)
- 5.3.5 The nearest member of staff collects the emergency evacuation bag
- 5.3.6 Assembly points are located to the north-west of the Nursery car park and to the west of the woodland area, on the grass verge near the track. There is a third assembly point located to the North of the Nursery, for the main Abbots Hall Farm building, which could be used as an alternative, but those documented here are specifically for the Nature Nursery.
- 5.3.7 The direction of routes taken will depend on location of the fire - the safest, most direct route to reach the assembly point will be followed, using the Fire Exit route maps that are displayed around the site and at each exit.
- 5.3.8 Staff calmly lead the children from the areas to the assembly point, using the rope system if necessary, taking their registers from their designated area.
- 5.3.9 The Manager or nominated deputy will check areas on site if safe and appropriate to do so e.g. cabin, yurt, office area
- 5.3.10 The Manager or nominated deputy will conduct a headcount on all children, staff and visitors, this will be recorded and signed against daily registers
- 5.3.11 In the event of a real fire, the Manager or nominated deputy calls the emergency services.
- 5.3.12 All details for location of the site are recorded on the Fire Exit routes map document (see Appendix), which is also held in the evacuation bag and is located on each Fire Assembly point.
- 5.3.13 The Manager or nominated deputy calls parents/carers once all children, staff, visitors have been accounted for and waits for parents to collect their child/ren as appropriate.
- 5.3.14 Any child or adult unaccounted for we will inform the emergency services upon arrival and await their instructions.
- 5.3.15 Staff and/or children will not return to site until given the authorisation of the emergency services, along with the Health and Safety Compliance Manager if applicable.
- 5.3.16 Staff shall stay calm and support the children throughout the process.

5.4. Fire drills

- 5.4.1 Fire drills are held at a minimum at least monthly and for each one, the following information is recorded in the appropriate logbook
 - 5.3.1.1 The date and time of the drill.

- 5.3.1.2 The weather conditions
- 5.3.1.3 Number of adults and children involved
- 5.3.1.4 How long it took to evacuate
- 5.3.1.5 Whether there were any problems that delayed evacuation.
- 5.3.1.6 Actions or information to feed forward for additional training

6 Appendices

This policy is to be read in conjunction with wider Essex Wildlife Trust Policies and Procedures

Legal framework

- 6.1 EYFS - Statutory framework for the Early Years Foundation Stage (up to date version available via Government website)
- 6.2 Regulatory Reform (Fire Safety) Order 2005

Further guidance

- 6.3 Fire Safety Risk Assessment - Educational Premises (HMG 2006)
- 6.4 Accident and Incident Procedure
- 6.5 First Aid Policy
- 6.6 Fire Safety Record Logs
- 6.7 Fire Safety Risk Assessments
- 6.8 Medication Policy and Procedure
- 6.9 Missing Child Policy and Procedure
- 6.10 Nature Nursery Risk Assessments
- 6.11 Outings and Visits Policy and Procedure
- 6.12 Safeguarding Children, Young People & Adults at risk policies and procedures Part 1 and 2
- 6.13 Visitors or Intruders on the Premises Policy

Appendix 1: Emergency Route and Information Map displayed around site

FIRE EXIT ROUTES AND EMERGENCY SERVICE LOCATION DETAILS

 Fire Exit Gate  Escape Routes

NURSERY MOBILE PHONE NUMBER: 07730217262



ADDRESS: **ABBOTTS HALL FARM, MALDON ROAD, GREAT WIGBOROUGH, COLCHESTER. CO5 7RZ**

WHAT 3 WORDS (Nursery Office): washed.loudly.grinders

WHAT 3 WORDS (Gate in woods): repaying.secret.rugs

Nearest defibrillator to site: The Old School Hall, The Street, Salcott CM9 8HL.

WHAT 3 WORDS: currently.gifts.shelved

