

Aclet Close Nursery School

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency, and must have an emergency evacuation procedure.

Fire safety and emergency evacuation

Policy statement

We ensure our premises present no 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. Where necessary, we seek the advice of a competent person, such as our Fire Officer.

Procedures

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- The Office Administrator has received training in fire safety sufficient to be competent to carry out risk assessments, this will be written where there are more than five staff and will follow the Government guidance Fire Safety Risk Assessment – Educational Premises (HMG 2006)
- Fire doors are not obstructed and easily opened from the inside.
- Some 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.
- 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 termly
- Records are kept of fire drills and of the servicing of fire safety equipment.

Emergency evacuation procedure

Every setting is different - our evacuation procedure is suitable for the setting. It covers procedures for practice drills including:

- How children are familiar with the sound of the fire alarm
- How the children, staff and parents know where the fire exits are
- How children are led from the building to the assembly point
- How children will be accounted for and who by
- How long it takes to get the children out safely
- Who calls the emergency services, and when, in the event of a real fire
- How parents are contacted

The fire drill record contains:

- The date and time of the drill.
- How long it took.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

Legal framework

- Regulatory Reform (Fire Safety) Order 2005

Further guidance

- Fire Safety Risk Assessment – Educational Premises (HMG 2006)

Policy reviewed: January 2026

Date for next review: January 2027