

Fire Safety & Emergency Evacuation Policy & Procedure

Policy Statement

Peques is committed to maintaining a safe environment for children, staff, visitors and all users of the premises by ensuring that effective fire safety precautions, evacuation procedures and emergency arrangements are always in place. The nursery will take reasonable steps to reduce the risk of fire, ensure that fire safety equipment and checks are maintained appropriately, and support staff to respond promptly and safely in the event of an emergency.

Scope

This policy applies to all staff, agency staff, students, volunteers, visitors and contractors across all Peques sites. It applies to fire safety arrangements, emergency evacuation procedures, fire drills, fire safety checks, the maintenance of clear exits, and the actions to be taken in the event of fire or other emergency situations requiring evacuation.

Fire Safety Policy

West One Fire Protection carries out the annual fire alarm panel checks, fire extinguisher checks, and fire risk assessments for both Peques sites. Copies of reports, certificates and any recommendations are retained by Head Office.

Appropriate fire-fighting equipment, including fire extinguishers, fire blankets and first aid kits are provided and maintained at each site. All fire extinguishers must remain clearly visible, accessible and unobstructed at all times. The location of fire extinguishers is identified through site signage, evacuation information and the relevant site fire plan.

Peques also has an in-house Fire Safety Officer, who is responsible for coordinating and conducting practice fire drills at each site. Fire drills are carried out monthly and whenever there are new members of staff. Logs are kept of all drills, together with feedback forms completed by staff after each fire drill, and these are monitored internally. The most recent fire drill date is displayed in the entrance stairwell in PFB and in the reception area in PPC.

All new members of staff are informed of the evacuation procedure on their first day as part of their induction. Our evacuation procedure and visual maps are displayed around the building so that they are visible to visitors, as well as to all other members of staff and users of the building.

All emergency exits are always kept clear and fire doors are kept closed.

Emergency Evacuation Procedure

In case of a fire, bomb scare, gas leak or any other unforeseen hazard within the building or surrounding area, the following protocol should be observed:

- Raise the alarm by activating the nearest fire alarm point.
- Telephone Emergency Services: dial 999 and ask for the Fire Service.
- The person in charge will collect the attendance register, emergency contacts list, company mobile phone, and any life-threatening medication for staff or children.
- Children will be assembled calmly by their respective teachers and prepared for evacuation.
- Children will be evacuated to the designated assembly point using all fire exits that are safe to use. Should an assembly point be out of bounds, the person in charge will take the decision to appoint an alternative assembly point.
- A designated person must retrieve the evacuation cot (PFB) and six seater buggy (PPC) and locate it outside the entrance of the building, ready to receive the babies.
- Supernumerary staff will assist with the children's evacuation.

- Once all staff and children have evacuated, a designated person will check all rooms and areas to ensure no one is left in the building.
- Should the children not be allowed back into the building, parents will be contacted and the children from PFB will go to PPC, and vice versa, to await collection.
- In the event of a bomb scare, Peques will observe instructions for the evacuation location as directed by the Metropolitan Police.
- In case of injury, Peques will observe the First Aid Policy.
- Do not attempt to fight the fire unless you are confident of extinguishing it.

The evacuation assembly points for each nursery are as follows:

- **PFB** – outside Holland and Barrett shop in Peques Fulham Broadway.
- **PFB** – if evacuation is due to a water leak or something that is only dangerous within the building, outside the main entrance by the mulberry tree within the courtyard.
- **PPG** – the corner of Rylston Road and Dawes Road.

This policy should be read in conjunction with:

- Health and Safety Policy
- Risk Assessment Policy
- First Aid Policy
- Access Controlled Security System Protocol
- Visitors Policy
- Lone Working Policy
- Lockdown Policy
- Emergency Closure Policy
- Children's Arrival and Departure Policy

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Approval route: Head Office