

Policy

The Howard Nursery School aims to provide a safe environment, to maintain the safety of all children using the premises. Fire safety has been risk assessed and preventive measures put in place to minimize the risk of fire. Daily checks are carried out to ensure fire exits and emergency evacuation routes are kept clear. Firefighting equipment is regularly maintained and checked monthly and evacuation practices are in place half-termly. Fire alarm testing takes place every Tuesday at 9.30am. Records are kept in the "Health and Safety Folder" of all evacuation practices.

In the event of a fire/emergency evacuation an "Emergency Evacuation" muster point has been identified and the following actions set out in the emergency evacuation procedure below, should be followed. All children will be aware and have practiced the evacuation procedure. The Emergency Evacuation Procedure is placed by each fire exit in the building and visitors will be informed where the muster point is.

All children's parents are shown the Emergency Evacuation Procedure on registration, together with the floor plan showing all Emergency Exits. Emergency exits/escape routes will be kept clear at all times.

Parents will be contacted immediately in the event of any fire where the children are evacuated. A copy of emergency contact details for staff and children are kept in the Evacuation bag.

EMERGENCY EVACUATION PROCEDURE

(in case of fire, bombs, lightning or event of emergency that threatens Health and Safety).

IN THE EVENT OF AN EMERGENCY (RAISE ALARM IMMEDIATELY)

EVACUATION

1. WHEN THE ALARM IS HEARD (A CONTINUOUS BELL) STAFF AND CHILDREN MUST LEAVE THE ROOM IN A QUIET AND ORDERELY MANNER.
2. STAFF MUST NOT RETRIEVE THEIR PROPERTY IF IT IS IN A DIFFERENT PART OF THE BUILDING.
3. WHEN ALL CHILDREN HAVE LEFT THE ROOM, THE DOORS AND WINDOWS MUST BE CLOSED.
4. THE NAMED PERSON IN CHARGE (NURSERY MANAGER OR DEPUTY IN THE ABSENCE OF THE MANAGER) WILL DO A SWEEP OF THE ROOMS AND COLLECT THE REGISTERS AND EVACUATION BAG.
5. ROOM LEADERS WILL LEAD THE CHILDREN TO THE BELOW EVACUATION POINT.

Evacuation Point:
THE HOWARD SCHOOL PLAYING FIELDS

6. THE NAMED PERSON (NURSERY MANAGER OR DEPUTY IN THE ABSENCE OF THE MANAGER) WILL THEN CHECK THROUGH THE CHILD AND STAFF REGISTERS ENSURING THAT ALL INDIVIDUALS HAVE BEEN EVACUATED FROM THE BUILDING AND ARE ACCOUNTED FOR.

Fire Safety and Emergency Evacuation

7. THE NAMED PERSON (NURSERY MANAGER OR DEPUTY IN THE ABSENCE OF THE MANAGER) TO TELEPHONE EMERGENCY SERVICES DIAL 999/112 AND ASK FOR FIRE SERVICE.
8. DETAILS TO BE GIVEN TO THE EMERGENCY SERVICES:-

TELEPHONE NUMBER: *01372 453832*

ADDRESS: *The Howard Nursery
Lower Road
Effingham, Leatherhead. Surrey. KT24 5JR*

***DO NOT RE-ENTER PREMISES UNTIL EMERGENCY SERVICES SAY IT IS SAFE TO DO SO.**

9. REMEMBER, SAFETY FIRST – IF IT IN DOUBT, DON'T DO IT.
10. CHILDRENS PARENTS TO BE CONTACTED
11. THE NAMED PERSON (NURSERY MANAGER OR DEPUTY IN THE ABSENCE OF THE MANAGER) TO LIASE WITH THE FIRE OFFICER IN CHARGE WHEN THEY ARRIVE AND BRIEF THEM ON THE SITUATION.

UNDER NO CIRCUMSTANCES SHOULD THE RIGHT HAND GATE PAST THE KITCHEN WINDOW BE USED FOR EVACUATION UNLESS THE LEFT HAND GATE IS OBSTRUCTED BY THE EMERGENCY.

Zone Chart

Zone 1	Caterpillars Room
Zone 2	Butterflies Room
Zone 4	Front Door