General Safeguarding and Welfare Requirement: Safety and suitability of premises, environment and equipment

Belfield Montessori Day Nursery takes reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency.

10.6 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, or Fire Safety Consultant.

Procedures

- The basis of fire safety is risk assessment. These are carried out by a ‘competent person’.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked annually.
- 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 month.
- Records are kept of fire drills and the servicing of fire safety equipment.

Procedure to be followed in the event of fire (EVACUATION PLAN)

1. On the hearing of the Fire Alarm the children of each room will line up by the door and the responsible teacher will take the daily register with them.
2. Children and Staff from upstairs will evacuate the building and head downstairs towards the reception area and exit through the main entrance; children, babies and staff from downstairs will head towards the nearest Fire Exit from their classroom (the main entrance, baby room/play room, laundry room)
3. All the staff and children will walk out of the building following the signs which will take them down the foot path of the Greenhill Park. The Fire Assembly Point is by the end of the path of our garden area.
4. Once all the children and staff reach the assembly point the head of their classroom will line up all the children and the register will be taken (checked that all the children and staff from each classroom are present)
5. The member of staff in charge that day (manager/deputy manager) will call the emergency services (999), using a mobile phone, once she has evacuated the building. If the member of staff does not have a mobile phone, nor does any other member of staff, a member will be dispatched to the nearest building (The Weavers Pub) to use the telephone there.
6. Only the manager/deputy manager can decide if and when it is safe to re-enter the building. This must be done in liaison with the emergency services.
7. Where it is not possible to return to the building the children will be taken to the Odeon Cinema (Great North Road) to be kept warm and dry and to await collection by their parents.
8. The person in charge will inform the authorized collectors that the children can be collected from Odeon Cinema (Great North Road)

In the event of an Emergency Evacuation in Adverse Conditions such as Bomb scare, Gas leak, Terrorist Attack, etc this plan follows:
Plan and procedure in Emergency Evacuation:

1. When a phone call is received from the Emergency Services such as the Police the manager/deputy manager informs the staff by switching on the Fire Alarm.
2. The Fire evacuation follows to the assembly point where we check the registers. (Fire evacuation procedure can be found in the Fire policy)
3. When registers have been checked we make our way safely by walking in line crossing the road onto the Great North Road to the Odeon Cinema
4. Odeon cinema is our Evacuation Assembly point where children are kept safe and warm until it is safe to return to the nursery or until the parents have collected their child.

List of items to be taken to the Evacuation Point are:

- List of Parents Phone Numbers
- Registers

Evacuation Point:
Everyman Cinema, Great North Road, New Barnet, EN5