Fire Safety Management Plan & Emergency Evacuation Policy

1. Introduction

Fire is a hazard in any part of the premises. Its consequences include the threat to the lives or health and safety of children, employees and visitors, damage or loss of property and severe interruption to normal business activities.

Managing the risk of fire demands fire safety precautions based on a combination of appropriate prevention and protection measures.

This fire safety management plan applies to all employees working in the premises.
Home from Home Nursery will (so far as is reasonably practicable, and in accordance with legal obligations and standards) :

- provide and maintain passive and active fire prevention, protection and measures according to the purpose or use of the building, the numbers of occupants and the activities or processes undertaken therein.
- provide comprehensible and relevant information to employees and others, through the provision and availability of emergency instructions or fire safety plans and the risks identified by relevant risk assessments.
- provide a programme of fire safety training.
- carry out and keep under review a fire risk assessment to analyse building and process fire risks, the existing preventive and protective measures and to identify areas for improvement.
- have in place a programme of works to improve or maintain the existing fire safety specifications.
- identify a sufficient number of persons, to be present at all times the building is occupied with responsibility for initiating the fire evacuation procedure and provide information and assistance to the fire service.
- where appropriate, to prepare and keep under review risk assessments in relation to the use, storage, handling, disposal and transportation of dangerous substances and ensure that, so far as is reasonably practicable, the risks associated with dangerous substances are reduced or controlled.

2. Statement of Intent

Home from Home nursery believes that ensuring the health and safety of employees, visitors and children is essential to our success.

We are committed to:

- Preventing accidents and work-related ill health
- Compliance with statutory requirements as a minimum
- Assessing and controlling the risks that arise from our work activities
- Providing a safe and healthy working and learning environment
- Ensuring safe working methods and providing safe working equipment
- Providing effective information, instruction and training

- Consulting with employees on health and safety matters
- Monitoring and reviewing our systems and prevention measures to ensure their effectiveness
- Setting targets and objectives to develop a culture of continuous improvement
- Ensuring adequate welfare facilities exist throughout the nursery
- Ensuring adequate resources are made available for health and safety issues, so far is reasonably practicable.

This fire safety management plan has been created to ensure the above commitments can be met. Employees throughout the nursery must play their part in the creation of a safe health and safety working environment for all.

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4. Key Contacts

Nursery Contacts:
Home from Home Nursery, 69 Grand Avenue, Worthing, BN11 5BB
Office Tel: 01903 248115
Manager Mobile: 07483373324

Out of Hours Contacts:
Julia Pattenden – 07721620292
Nicola Law – 07769652784

Fire Alarm serviced by:
J Fire safety – 01903 372103

Emergency lighting serviced by:
J Fire safety – 01903 372103

Fire Extinguishers serviced by:
Pyrotec fire protection Ltd– 0808 501 5936

Fire Risk Assessor
The Fire risk assessment company – Sam Townsend

Gas Safety Assessor
Tim Petit – Tim Petit Plumbing – 07772733032

5. Fire Safety Arrangements

As part of a holistic fire safety management system, in addition to the management action outlined below, considerations of passive and active fire precautions are essential.

5.1 Passive

Passive fire precautions are concerned with the physical conditions in premises which are designed to facilitate containment of a fire by design, construction and layout, effective communication, and safe evacuation. In particular the:

- materials specification, design, construction and inspection of buildings, fire doors and escape routes considering the needs of children, employees, visitors, people with disabilities, contractors, the public, etc. Doors on fire routes to be to Fire Safety Specification and self-closing
- appropriate safe and secure location of building services e.g., gas and electricity.
- provision of clear fire safety signage for escape routes and final exits in conformity with the Health and Safety (Safety Signs and Signals) Regulations 1996 and Disability Discrimination Act 1995.
- provision of prominently located fire action notices (e.g., by fire alarm manual break glass points) to inform people of the action to be taken in the event of fire; and education and training of staff in fire safety arrangements, in particular evacuation procedures and drills.

Sources of Ignition

- Home from Home ensures there are no flammable liquids on site
- Home from Home operates a strict **No Smoking Policy,** staff are asked the leave the vicinity of the site if they intend to smoke. No smoking notices are displayed throughout the building
- Any sources of potential ignition from smokers' materials e.g., cigarettes, lighters and matches are kept in employees bags in an area not accessible by children.
- During any cooking activities, a designated employee supervises the cooker at all times, once the cooking session is finished the cooker heat retardant cover is used.
- Candles are only used for birthday celebrations and are supervised at all times. Once finished with they are extinguished in water before being disposed of.

Sources of Fuel

- Any potential fuel sources e.g., packaging, stationary or decorations are stored in cupboards, any unnecessary waste is disposed of and employees ensure these do not come into contact with any source of ignition.
- Any flammable-liquid based products e.g., paints, varnishes, thinners or adhesives are kept in a secure area away from the main buildings
- We ensure all cleaning products are non-flammable where ever possible
- Home from Home is part of a weekly recycling scheme which collects paper, card and plastic to ensure there is not a buildup of flammable items.

Electrical Hazards

- All electrical items are subject to rigorous PAT testing every 12 months.
- Flexible cables are kept to a minimum and are routed to avoid damage to the cables

- The number of outlets is adequate for the equipment provided and the use of adaptors is kept to a minimum (only strip adaptors are used)
- All sockets and wiring are routinely checked to identify any wear and tear, discoloring or broken sockets.

Gas Safety

- The gas boiler and appliances are serviced annually by a Corgi registered engineer.
- All combustible materials are kept clear of gas burning appliances.

5.2 Active

Active fire precautions are those features of the fire safety management system that detect and operate in the event of a fire, including fire alarm systems, emergency lighting systems and firefighting equipment. In particular:

- the installation, maintenance, inspection, and weekly testing of fire alarms.
- Servicing of fire detection and alarm system annually
- the appropriate design, location, operation, monthly inspection, and annual testing of adequate (emergency) lighting systems for fire escape routes.
- the provision, use, appropriate type and location, and annual maintenance of portable fire extinguishers.
- An annual premises fire safety inspection will be carried out.

6. Planning

6.1 Fire risk assessments

These are a requirement of the Regulatory Reform (Fire Safety) Order and are a structured approach to determining the risk of fire occurring in a premises or from a work activity, and identifying the precautions necessary to eliminate, reduce or manage the risk. Fire Risk Assessments must be carried out and reviewed regularly (recommended to be annually) or when there is any building alteration or change of occupation and use of the premises, or following a fire incident/emergency, etc.

6.2 Personal Emergency evacuation Plan

Where appropriate, an individual Personal Emergency Evacuation Plan (PEEP) must be developed for employees who have known disabilities that will impact on their ability to evacuate the particular premises.

6.3 Fire Maintenance Contract

Maintenance of fire safety systems falls under the umbrella of the Fire Maintenance Contract. The provisions of the contract ensure maintenance on fire systems and equipment is carried out in compliance with the Regulatory Reform (Fire Safety) Order 2005 and Approved Codes of Practise and other associated legislation. The contract will ensure that Fire Maintenance Contractors are fully inducted for safe work practices and are fully qualified to carry out maintenance on fire safety systems and will include: -

- Fire detection and warning system
- Emergency lighting
- Portable electrical appliances (PAT) and premises installation testing (5 yearly)

6.4 Fire Evacuation Drills

Fire evacuation drills will be carried out 6 weekly. The purpose of these drills is to educate employees in the correct manner of evacuating a building in the event of an emergency situation and to meet

legal obligations. All evacuations will be conducted by the Fire Safety Officer, post de-briefing sessions will accompany each evacuation drill.

Fire evacuation of a building will be in accordance with established procedures in the fire emergency plan. All employees, visitors and contractors will be made aware of the fire procedures during induction.

All building design work shall comply with relevant codes and standards. New building works and refurbishment projects that include fire safety equipment and systems will be sanctioned prior to any work.

Testing of building passive and active fire evacuation systems are to be conducted by **J Fire Safety** weekly at agreed appropriate times during normal hours and in line with current British or European test standards.

Any faults of problems should be reported to the Fire Safety Officer and this is then logged in the fire log book.

A fire safety log file will be kept to record the details of all tests on passive and active preventative and protective measures, as well as training and fire drills.

7. Organisation and control

The Fire safety officers responsibility for overall responsibility for Fire Safety is Sophie Eade (Nursery Manager). There is also two deputy Fire Officers who are Jacob Pippen (Pre-school deputy team leader) and Danielle Fletcher (Toddler Room Manager).
A Fire Safety Checklist is completed once a week as part of the senior manager checks to manage effective organisation and control of fire management policies and procedures

7.1 The Director (Nicola Law) will:

- ensure that this Policy and/or any departmental fire safety policies/codes of practice that complement this Policy are in place, properly implemented and reviewed.

- ensure that a Responsible Person is appointed for the premises to oversee and implement fire safety arrangements, and ensure that they are competent and appropriately trained to undertake their duties.

- ensure that arrangements are in place for the completion of fire risk assessments, including, where appropriate, technical surveys in respect of fire protection.

7.2 The Fire Safety Officer (Sophie Eade) will:

- ensure that fire risk assessments are carried out for all the different areas, and for specific activities such as hot working involving welding, cutting, etc.

- ensure compliance with the outcomes of the Fire Risk Assessment and that the necessary control measures are implemented.

- ensure, in conjunction with the outcome of the fire risk assessment that the optimum number and type of fire extinguishers are installed in appropriate locations.

- ensure that fire risk assessments are reviewed at least annually or whenever there is any building alteration or use of the premises or following an incident involving fire.

- ensure that a copy of the current fire risk assessment for their premises is readily accessible, its provisions complied with.

- Ensure two fire evacuation bags (Main Building and Coach House) are available and maintained to contain emergency contact list for children and employees, nappies, wipes, books, water, snacks, first aid and burns kit.

- ensure that fire alarm and detection systems, emergency lighting and fire extinguishers are appropriately located and properly maintained.

- ensure that a robust and effective emergency evacuation plan is in place at each location to safely evacuate all persons, whether employees, visitors or children. This emergency plan must take into account people with mobility, some sensory and some learning impairments, including those with temporary impairments, which will affect their ability to use stairs or otherwise evacuate premises promptly. The plan must be internally deliverable and not reliant on the Fire and Rescue Service to complete the evacuation.

- arrange for the emergency evacuation plan to be issued to their employees, visitors, etc. to inform them what to do in the event of fire, particularly safe evacuation.

- ensure all employees and, where appropriate, contractors are instructed in the emergency evacuation plan.

- arrange for a competent responsible person to be nominated to oversee and implement fire safety arrangements at their workplace on their behalf.

- ensure that employees are appropriately trained in fire safety procedures to reflect the requirements of the fire risk assessment.

- ensure that effective arrangements are in place for contacting the emergency services.

- ensure that the Fire and Rescue Service are aware of any significant hazards associated with the premises e.g., oxygen cylinders, storage of petrol, etc.

- ensure information on fire safety arrangements is available to employees and visitors.

- arrange and review fire drills at a frequency of not less than six weeks.

- specify and rehearse the arrangements for assisting visitors, disabled people or those with temporary physical impairments to safely evacuate the premises. Where appropriate, a PEEP must be developed. A mobile ramp is available for wheelchair access

- ensure Fire Alarms are regularly tested at the recommended frequency which is weekly.

- monitor that fire alarm systems, detection devices, emergency lighting and fire extinguishers are appropriately and regularly maintained.

- keep the fire logbook and fire safety file up to date.

- ensure that fire action notices (displayed as a minimum at fire alarm call points) and fire signage are appropriate and kept up to date.

- ensure all escape routes are kept clear of obstructions and that access to fire extinguishers and fire alarms is not impeded.

- ensure that the annual testing of portable electrical equipment and periodic testing (5 yearly) of the fixed electrical installations has been carried out.

- Ensure that the gas boiler and appliances are serviced annually by a corgi registered engineer

7.3 Employees Must:

- ensure they are familiar with the emergency evacuation plan and co–operate by participating in fire evacuation/drill procedures and by observing practical fire safety arrangements.

- know, and co-operate with, the Fire Safety Officer.

- report to their manager or team leader any concerns about fire safety.

- be familiar with all escape routes.

- not wedge fire doors open, nor block or obstruct them.

- be aware of the action to be taken on discovering a fire, hearing a fire alarm, for raising the alarm (including the location of fire alarm call points) and calling the fire and rescue service.

- promptly evacuate the premises, in accordance with the emergency plan, to a place of safety without putting themselves and others at risk, and NOT attempt to extinguish a fire unless they have been specifically trained

- comply with the No Smoking legislation.

8. Training

All employees receive annual training in fire safety precautions delivered by the Fire Officer. New employees follow a rigorous induction process which discusses fire safety, they are given a tour of the building where all fire exits and firefighting equipment are highlighted, fire safety is regularly reviewed and employees are updated via staff meetings.

The fire safety officer and fire safety deputies undergo training called 'Designated Fire Safety Officer' and 'Fire Extinguisher training' this covers the following points:

- How to ensure they remain safe whilst walking around the nursery when the fire alarm is sounding.
- What to do if they discover a trapped, injured or unconscious person.
- When to use a fire extinguisher and how to read the labels to ensure they use the correct equipment for each type of fire.

- The employee who they should report to once they have completed their site sweep.

Only the above people that have under gone the 'fire extinguisher training' should attempt to use a fire extinguisher and only then if really necessary.

Every employee knows where they are needed in the event of a fire drill as there is clearly defined roles.

Home from Home has regular six weekly fire drills with an action point plan filled in each time to assess any issues that may have arisen from the drill and identify and implement any training needs or required changes in procedure

Contractors are sent the fire management and evacuation policy before commencing so they are aware of the procedures in place via e-mail.

9. Monitoring

The following Key Performance Indicators will be used to monitor the effectiveness of the Fire Safety Management Plan: -

- Number of fires recorded annually / number of fire related incidents.
- achieving set schedules and time frames (evacuation drills and building audits).
- Measuring the number of Fire Service call outs against cause.
- Number and nature of enforcement, alterations or prohibition notices from statutory authorities.
- Annual premises inspection and meetings to ensure actions and progress are made.
- Annual audit of all fire systems by the director.

10. Servicing and Maintenance Review

There will be an annual audit of all fire systems by the fire safety officer to ascertain compliance with not only statutory provisions but with this Fire Safety Management Plan.

Reactive reviews will take place following a fire safety event occurring.

A review will also be undertaken following a fire, changes to the premises construction and facilities, new procedures, new equipment, new materials and changes in staff numbers and roles

11. Fire Emergency Evacuation Plan

11.1 Information Distribution

The fire evacuation plans are clearly displayed in each room and communal areas, with Floor plans, highlighting the exits and fire extinguishers. **(See Appendixes for more detail)**
There are No smoking signs displayed in both of the buildings.
Each fire point has a fire action notice outlining what an employee should do in the event of discovering a fire and where the assembly point is.

11.2 What People / Employees Should Do If They **Discover a Fire**

- Raise the alarm by operating the nearest fire alarm call point
- Evacuate to a safe place
- Trained personnel to tackle the fire only where appropriate.
- Where appropriate check toilets and close windows and doors on the way out.

- Leave the building by the nearest exit.
- Do not stop or return to collect personal belongings.
- Ensure visitors are escorted from the building to the assembly point.
- Close any doors and windows en-route without delaying your escape.
- Remain at the assembly point.
- Return to the building only when authorised to do so.

11.3 What People / Employees Should Do If They **Hear the Fire Alarm**

- Leave the building by the nearest exit.
- Close any doors and windows en-route without delaying your escape.
- Do not stop or return to collect personal belongings.
- Do not use any firefighting equipment unless you have been trained.
- Do pass any information to the Fire Safety Officer at the assembly point.
- Remain at the assembly point.
- Return to the building only when authorised to do so.

11.4 Assembly point

The assembly point is in the front garden of the pre-school coach house, each age cohort (Babies, Toddlers, Pre School) have a defined area they need to congregate in with the children.

The Pre-school are to gather at the end of the pre-school coach house front garden closest to the road standing/sitting around the concrete path.

The Toddler room are to gather on the grass area near the green house on the pre-school coach house front garden.

The Baby room are to gather in the concrete patio square on the pre-school coach house front garden

Visitors must gather in the front garden of the Preschool coach House. All employees and visitors must stand and help supervise the children.

11.5 Contacting the Emergency Services

In the event of an emergency or fire, the fire safety officer or deputy in their absence will contact the emergency services using the managers mobile phone.
On arrival of the Emergency services the Fire safety officer or deputy in their absence will meet them and give them specific information such as:

- Type of emergency
- Location of the fire / incident
- Missing persons / children
- Any unusual activities such as building works or temporary structures
- Hazardous work process

11.6 Accounting for Personnel

All employees are expected to sign in on arrival and out of the building on leaving this includes break times and trips. The employee registers are by the front doors in both the main building and pre-school coach house. Employees should sign in to the building they are attending that day.

All children are signed in and out of the building via the room registers, this includes trips and beach school.

Visitors must to sign in and out of the visitors' book. The person hosting the visitor should ensure that they are made aware of fire evacuation procedures for the premises. In the event of a fire evacuation, the person hosting the visitor is responsible for escorting them to the fire assembly point.

Contractors must also be logged in and out of premises. Unless they are to be constantly supervised by an employee or nominated personnel, they should also be given information about the site's fire evacuation procedures that they should then follow in the event of a fire evacuation.

When everyone is at the assembly point the Room managers or Team Leaders/Deputy Team Leaders, in their absence, will be responsible for taking the children's register and doing a headcount to ensure all children are present. The fire safety officers will be responsible for getting the employee registers and visitor book and ensuring that all people are present.

In the event of a **child** missing the room managers or Team Leaders/Deputy Team Leaders in their absence must:

1. Re take the register and ensure that the child is definitely not present
2. Check to ensure the child was not already collected by parent/carer
3. Let the fire safety officer know as soon as possible so they can let emergency services know on arrival
4. Phone the parent/carer using the rooms designated mobile phone.

Under no circumstances should anyone go back into the building to search for the child.

In the event of an **employee/visitor** missing the fire safety officer must:

1. Re take the register and ensure the person is definitely not present
2. Check that the person had not already left the premises before the fire.
3. Alert the emergency services on arrival
4. Phone the missing persons emergency contact

Under no circumstances should anyone go back into the building to search for the person.

11.7 Staff with Specific Responsibilities during an evacuation

Fire Officer: Sophie Eade
Deputy Fire Officers: Jacob Pippen & Danielle Fletcher

All three of these employees are trained in how to use fire extinguishers and fire blankets should it be necessary to. All fire extinguishers are highlighted on the floor plans so they are easily identified**.** There are 19 fire extinguishers and 5 fire blankets throughout the nursery. There is no expectation that employees or Fire officers use these devices unless it is necessary to do so to evacuate the building.

The Fire Officers responsibilities are to:

- Investigate source of activation from the main fire alarm panel located at the main door in the main building and coach house.
- Investigate the reason of fire alarm
- Not switch off sounders if a real fire
- Call emergency services 999 quoting our address: 69 Grand Avenue, Worthing, BN11 5BB
- Help employees evacuate the Baby rooms with the help of Office and management team.
- Collect the visitor's book and employee register.
- (The Fire Safety Officer) collect the Fire Evacuation Bags and the HFH Managers phone.

- Check all rooms have been evacuated and that windows and doors are closed.
- Oversee registers and headcounts for Pre-School, Toddler Room and Baby Room, both employees, visitors and children.
- Reset fire alarm system when required

The Deputy Fire Officers responsibilities are to:

- Call the other building to let them know an alarm is sounding and they need to evacuate, as the fire alarms are not linked.
- Encourage employees to leave the building by the nearest possible fire exit, help with children if needed.
- Ensure people stay calm and leave the building in an orderly manner
- Direct people to the designated assembly point
- If safe to do so, check all areas are clear such as rooms, toilets and store rooms
- Report any evacuation issues to the Fire Officer.
- Assist with the safe evacuation of disabled persons
- They will only use firefighting equipment if evacuation from the building requires it.

11.8 Fire control Panel

The fire safety officer will check the fire panel and see which zone the fire is in, they will check this area is safe. When the emergency services arrive the fire officer will alert them to what zone the fire is in. Only the fire officer and deputy fire officers should use the fire panel. It should only be silenced or reset when there is confirmation that the building is safe to re-enter.

11.9 Re-entering the building:

The fire safety officer will advise the room managers and deputy fire officers if it safe to re-enter the building, no employees should attempt to go into the building until this has been confirmed it is ok to do so.

11.10 Contingencies if not re-entering the building:

Babies
Collect as many buggies as available in the buggy shed and place babies in buggies
Toddlers & Pre-school
Practitioners will lead some group time singing and story time (using books in the fire bags)
Use foil blankets in the fire bags available if it is very cold.
Relocate to another area (which may be off site) at the discretion of the Fire Safety Officer

11.11 Contacting parents and carers:
If the nursery needs to close due to an emergency situation **t**he Room Managers or Team Leaders/Deputy Team Leaders in their absence will be responsible for contacting the children's parents/carers or emergency contacts using the rooms individual mobile phones.
A contact list for all parent/carers and the child's emergency contact will be available by age cohort in each fire bag.
The Nursery Management Operating System Famly can be used to message parents, at the discretion of the Fire Officer for those parents who cannot be contacted via phone.
Parents/Carers or the emergency contact will be required to collect their child/ren as soon as possible

11.12 Contacting Employee Emergency contacts:
An emergency contact lists for all employees will be available in each fire bag.

Emergency contacts for employees aged 16 to 18 will be updated on the situation in line with our responsibilities under Keeping Children safe in Education (KCSIE).
Employees must remain to supervise children in line with our statutory requirements. The Fire Safety Officer will advise when employees can leave whilst ensuring staff/child ratios are maintained.

12. Review

This document will be reviewed annually or in line with any statutory changes or changes in procedure or process.

13. Version Control

Version	Date	Status	Comments	By
1	September 2012	Issued		Nicola Law
2	January 2022	Reviewed		Sonia Hilder
3	January 2023	Reviewed		Cassie Jones
4	May 2023	Reviewed		Sonia Green
5	September 2023	Reviewed		Sonia Green
6	January 2024	Reviewed	Reformatted and added version control	Sophie Eade
7	March 2024	Reviewed	Update on exits to be used	Sonia Green
8.	October 2024	Amended to the Fire Safety Management Plan and Emergency Evacuation Policy	1st Draft	Sophie Eade
9.	November	Reviewed & updated	Cross referenced to existing policy	Julia Pattenden
10.	November	Weekly Fire safety checklist added to appendices	Issued to parents and employees	Julia Pattenden
11.	April 2025	Amendment to fire officers		Sophie Eade
12	June 2025	Reviewed		Sophie Eade
13	May 2026	Reviewed		Sophie Eade
14	Sept 26	Reviewed	Fire officer change	Sophie Eade

Appendix 1 – Fire Evacuation Plans

Fire/Evacuation Procedures. Fire Officer: Sophie Eade

Main Building Deputy Fire Officers: Danielle Fletcher & Jacob Pippen

IN THE EVENT OF A FIRE: Main Building
ANYONE AVAILABLE MUST BREAK THE GLASS TO SET OFF THE ALARM

TODDLER UNIT: -

1. Each employee is responsible for ensuring all children are out of the building.
2. Leave the room with the children in your care and close any doors and windows en-route without delaying your escape.
3. Leave the building via your nearest fire exit. All employees and children who are in the Construction room, Literacy room and the main Kitchen are to exit through the balcony doors in the Construction room, turn left onto the path and go through the coded gate and make your way to the pre-school Coach House front garden. All employees and children who are in the Bathroom/toilet and nappy area, Role play room, messy room and Sensory room are to exit through the messy room double doors. Turn right and then make their way through the Pre School mulch area of the garden, through the coded side gate of the coach house and onto the pre-school Coach House front garden.
4. All Toddlers are to gather on the front garden to the pre-school coach house in the grass area nearest the green house.
5. Take a register of all children present.

BABY ROOM: -

1. Each employee is responsible for 2 children, 1 walker and 1 non-walker.
2. **Each employee may only carry 2 children if there is immediate danger (e.g., fire or smoke) when walking down the stairs.**
3. Office and management team to help evacuate the Baby room.
4. There are 2 exit points. 1- down the stairs and out via the main front door, 2- down the back stairwell near the nappy changing room and out the side gate by the Toddlers sensory room.
5. Employees to form a chain on the stairs each bringing one child down with them, then passing the children down the chain to an evacuation trolley for 6 children. Once full 2 employees to push this trolley to the assembly point. Continue the chain until all the children are downstairs, employees to make your way towards the pre-school coach house, through the garden gate and gather in the concrete patio square on the coach house front garden. if there are trip buggies outside, these can be used if necessary.
6. Take a register of all children present.

RESPONSIBILITY OF THE FIRE SAFETY OFFICER -

1. Call emergency services 999 quoting our address: 69 Grand Avenue, Worthing, BN11 5BB
2. Collect the visitor's book and employee register.
3. Each fire officer to collect the Fire Evacuation Bag from the main building & Coach house and the HFH Managers phone.
4. **FINAL SWEEP**. Ensure all windows and doors are closed in all rooms and no children or employees are left in the building/rooms/toilets.
5. Oversee registers and headcounts for Pre-School, Toddler Room and Baby Room, both employees, visitors and children.

RESPONSIBILTY OF ROOM MANAGER (or persons standing in for Room Manager): -

1. Delegate employees to a room to help if not already based in a room.
2. Collect children registers and phone for your own unit.
3. Take registers and headcounts as soon as children are assembled.
4. All rooms to assemble in their own groups to ensure effective headcounts.

WHERE TO ASSEMBLE: -

1. The Pre-school are to gather at the end of the pre-school coach house front garden closest to the road standing/sitting around the concrete path.
2. The Toddler room are to gather on the grass area near the green house on the pre-school coach house front garden.
3. Baby room are to gather in the concrete patio square on the pre-school coach house front garden.
4. When in your groups in the correct areas and awaiting the rest of your group and performing headcounts, please ensure all employees who are with the children are sitting down with them and either reading stories from the fire bag or singing songs to comfort the children.

IF THE FIRE ALARM SOUNDS IN EITHER BUILDING **BOTH** BUILDINGS **MUST** EVACUATE

Fire/Evacuation Procedures. Fire Officer: Sophie Eade

Pre-school (Coach House) Deputy Fire Officers: Danielle Fletcher & Jacob Pippen

IN THE EVENT OF A FIRE: PRESCHOOL

ANYONE AVAILABLE MUST BREAK THE GLASS TO SET OFF THE ALARM

RESPONSIBILITY OF EMPLOYEES: -

1. Leave the room with the children in your care and close any doors and windows en-route without delaying your escape.
2. Leave the building quietly via the nearest fire exit. All employees and children upstairs are to take the stairs down, exiting through the hallway and out through the main front door (stable door). Children and employees in the front room (Literacy room) must shut the door to the hallway and exit through the double doors onto the front garden. Children and employees in the Construction room are to shut the door to the hallways and exit through the double doors onto the patio. Children and employees in the kitchen and conservatory (Art room) must shut the door to the hallway, make their way through to the conservatory (Art room) and exit through the double doors into the back garden.
3. All children and employees are to then gather at the end of the front garden to the coach house and line them up/sit them down on the concrete path.
4. Take a register of all children and employees present.

RESPONSIBILITY OF THE FIRE SAFETY OFFICER-

1. Call emergency services 999 quoting our address: 69 Grand Avenue, Worthing, BN11 5BB
2. Collect the visitor's book and employee register.
3. Each fire officer to collect the Fire Evacuation Bag from the main building & Coach house and the HFH Managers phone.
4. **FINAL SWEEP**. Ensure all windows and doors are closed in all rooms and no children or employees are left in the building/rooms/toilets.
5. Oversee registers and headcounts for Pre-School, Toddler Room and Baby Room, both employees, visitors and children.

RESPONSIBILTY OF ROOM MANAGER (or persons standing in for Room Manager): -

1. Delegate employees to a room to help if not already based in a room.
2. Collect children registers and phones for your own unit.
3. Take registers and headcounts as soon as children are assembled.
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WHERE TO ASSEMBLE: -

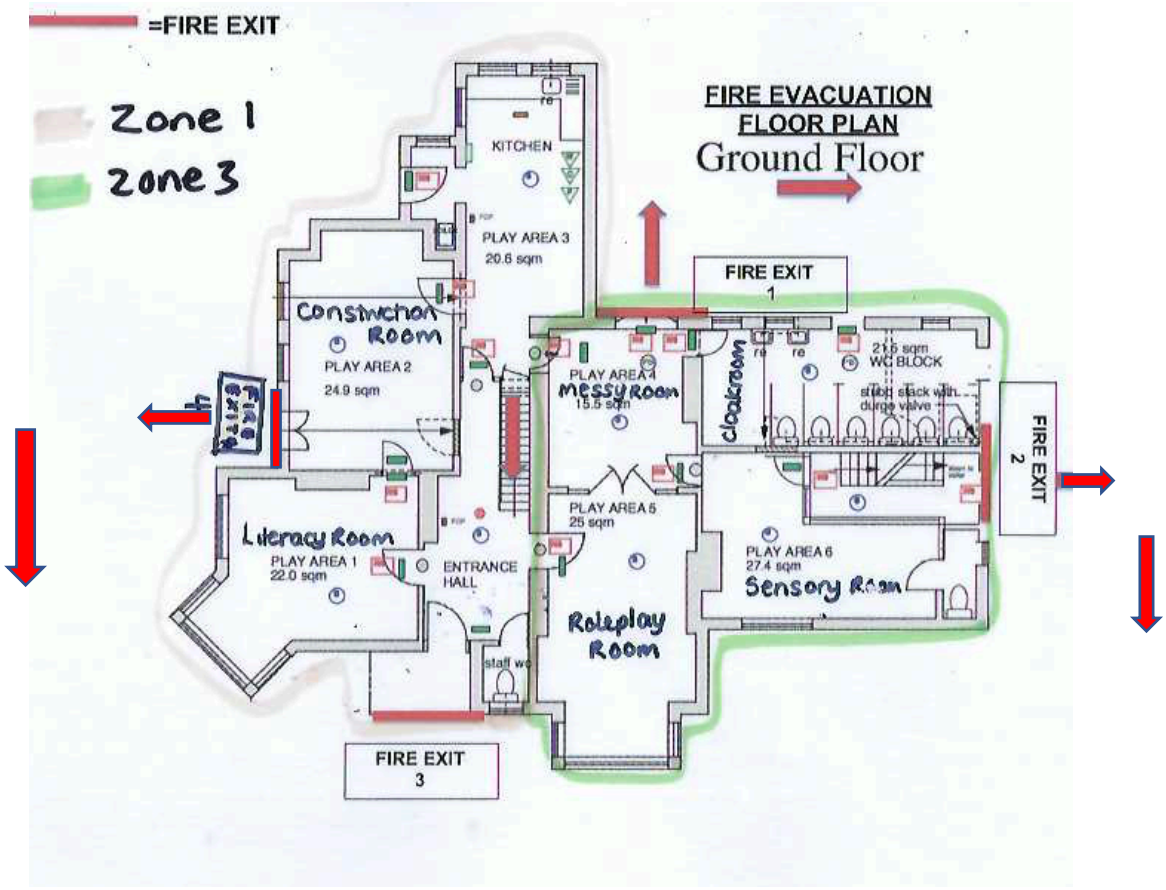
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2. The Toddler room are to gather on the grass area near the green house on the pre-school coach house front garden.
3. Baby room are to gather in the concrete patio square on the pre-school coach house front garden.
4. When in your groups in the correct areas and awaiting the rest of your group and performing headcounts, please ensure all employees who are with the children are sitting down with them and either reading stories from the fire bag or singing songs to comfort the children.

IF THE FIRE ALARM SOUNDS IN EITHER BUILDING **BOTH** BUILDINGS **MUST** EVACUATE

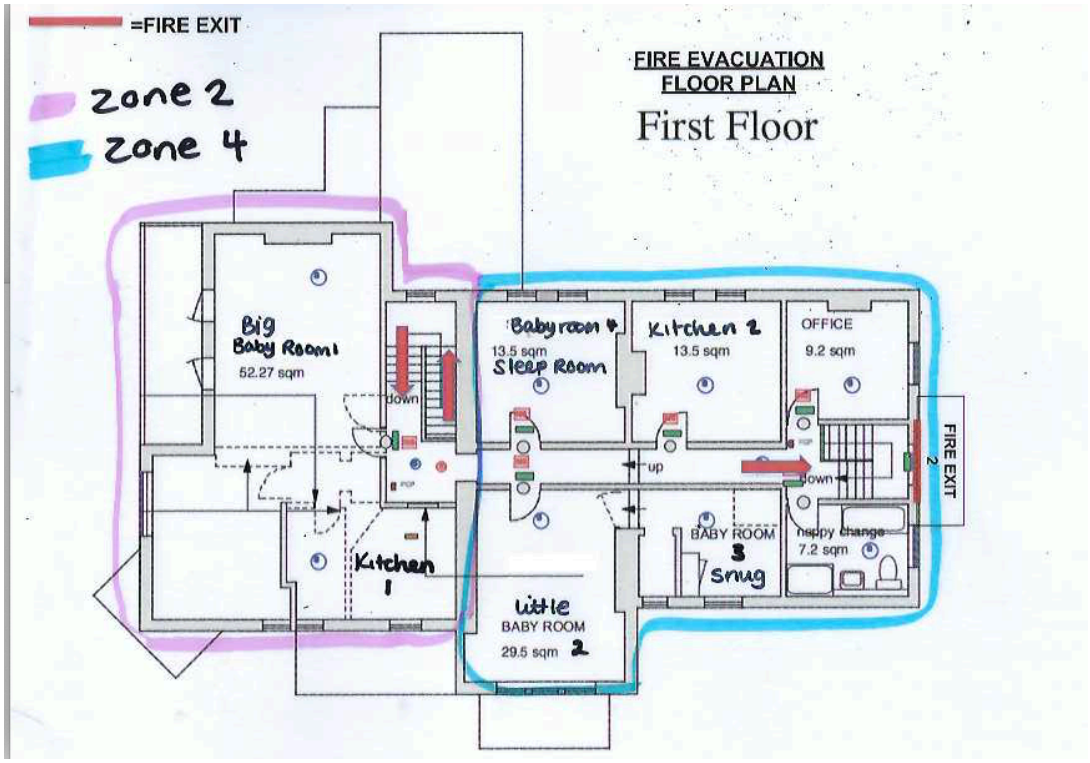
Appendix 2 – Fire Evacuation Maps

<u>Main Nursery Building</u>

Ground floor – Toddler rooms

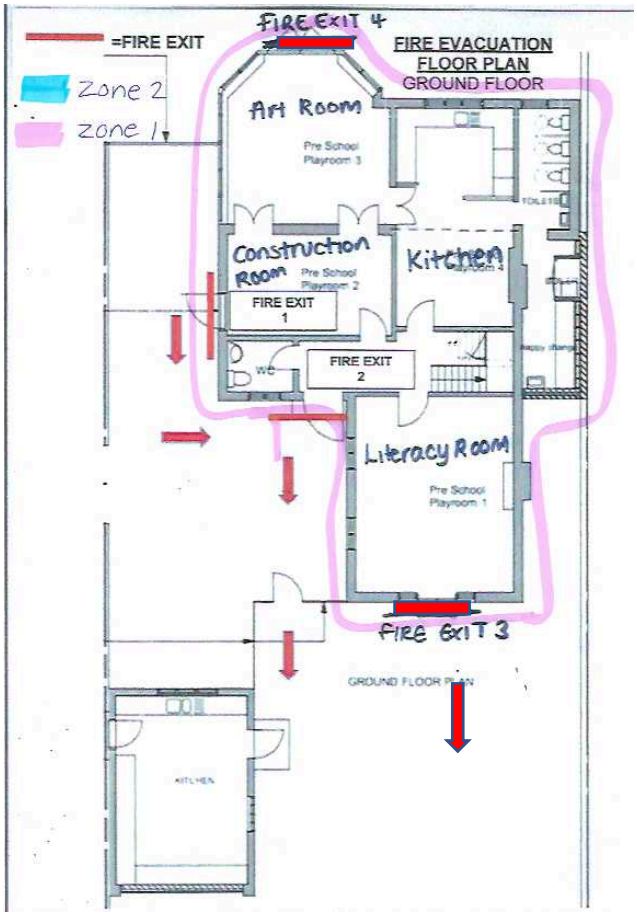


First Floor – Baby Rooms

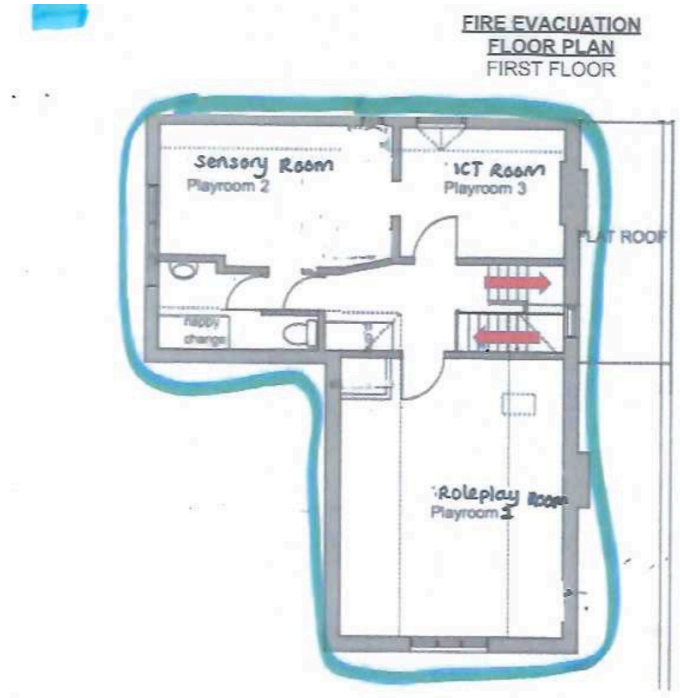


Coach house

Preschool Ground floor



Preschool First Floor



Appendix 3

Weekly Fire Safety Checklist

	30/9	7/10	14/10	21/10	4/11	11/11	18/11	25/11	2/12
Ensure all fire exits are clear									
Check fire doors are maintained and have smoke seals									
Check signage is up to date									
Check fire extinguishers/ blankets are not damaged									
Check emergency lights are working (green)									
Ensure policy and evacuation plans are up to date									
Check the fire log to ensure fire checks are being logged									
Ask a member of staff in each unit to explain the evacuation procedure									
Any actions please note down									