



Harvard Park Policies and Procedures:

Fire Safety and Evacuation

44. Fire safety and evacuation

Policy Statement

Our premises are a suitable, clean, and safe place for children to be cared for, where they can grow and learn. We meet all statutory requirements about fire safety and fulfil the criteria for meeting the relevant Early Years Foundation Stage Safeguarding and Welfare Requirements.

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. A Fire Safety Log is used to record the findings of risk assessment, any actions taken or incidents that have occurred and our fire drills. We ensure our policy is in line with the procedures specific to our building, making reasonable adjustments as required.

Designated Fire Marshall for Day Nursery, Feltham: **Carol Mayell and Viviana Fashoda**

Designated Fire Marshall for Pre-School, Isleworth: **Victoria Close and Jeanna Smith**

Procedures

Fire safety Risk Assessment

The basis of fire safety is risk assessment. These are carried out by a 'competent person'.

The manager and/or director has received training in fire safety sufficient to be competent to carry out the risk assessment; this will be written where there are more than five staff present at a setting and will follow the Government guidance Department for Communities and Local Government (DCLG – March 2014) - [Fire safety in new and existing school buildings - GOV.UK](#). Our fire safety risk assessment focuses on the following for each area of the setting:

- Electrical plugs, wires and sockets.
- Electrical items.
- Gas boilers.
- Cookers.
- Matches.
- Flammable materials – including furniture, furnishings, paper etc.
- Flammable chemicals.
- Means of escape.
- Anything else identified.

Settings in rented premises will ensure that they have a copy of the fire safety risk assessment that applies to the building and that they contribute to regular reviews. Smallberry Green Primary

school have a copy of this for Pre School to access. The Day Nursery has a copy in the office in the Fire Risk Assessment folder.

Fire safety precautions taken

- We ensure that fire doors are clearly marked, never obstructed and easily opened from the inside.
- We ensure that smoke detectors/alarms and firefighting appliances conform to BS EN standards, are fitted in appropriate high-risk areas of the building and are checked as specified by the manufacturer.
- We have all electrical equipment checked annually by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced.
- 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/carers; and
 - practised regularly, at least once every six weeks.
- Records are kept of fire drills and of the servicing of fire safety equipment.

Emergency evacuation procedure

Every setting is different and the evacuation procedure will be suitable for each premises. It must cover procedures for practice drills including:

- How children are familiar with the sound of the fire alarm.
- How the children, staff and parents/carers know where the fire exits are.
- How children are led from the building to the assembly point.
- How they 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/carers are contacted.

Staff receive training regarding evacuations during their inductions. All students/volunteers are guided through what to do in the event of an evacuation during their induction, but the role remains solely as support and to follow the guidance of the qualified members of staff.

Our Day Nursery Procedure is as follows:

- The fire alarm will sound, and all staff, volunteers and students are to remain calm.
- For the **Baby Studio and Small Steps**, 2 members of staff will remove the evacuation cot from its designated area.
- The remaining staff will start to assist the children in which ever manner they can, for example, waking them up from sleep.

- **For the Baby Studio**, all non-mobile children are to be carried by a competent and qualified member of staff. Children who can walk are placed in the evacuation cot and encouraged to sit down. There are blankets and toys to help distract and comfort the children.
- **For Small Steps**, younger children are to be placed into the evacuation cot and encouraged to sit down. Older children (ideally those who are ready to transition to the next room) are guided by hand by members of staff.
- There is a headcount undertaken by the room or group leader alongside the signing in sheet which is taken from the room, along with the emergency bags
- 2 members of staff are to guide the evacuation cot out of the premises in whichever is deemed safe and necessary for evacuation. 1 guide from the front and another pushes the rear.
- They then head to the designated evacuation point.
- **For Freedom Zone**, children are gathered and encouraged to follow a member of staff into the outside area. Evacuation hoops are encouraged and a headcount is undertaken by the room leader or group leader alongside the signing in sheet.
- Once all children are present and accounted for, they will head over to the evacuation point which is a safe distance away from the building.
- **Our Chef** will support Small Steps after turning off all appliances.
- **Non-Managerial Office staff** will support the Baby Studio.
- **Managers and/or Directors** are responsible for collecting all contact forms, a means of communication (which in most cases will be a personal phone) and a register/signing in sheet for the day for staff and each room.
- Once all rooms have appeared to have left the building a sweep is conducted to ensure no-one has been left behind. In all cases, the Manager and/or Director will be the last one to leave the building.
- At the evacuation point, each room is asked for their number of children and staff members to ensure no-one has been missed.
- In the event of a real evacuation, we will then seek solace in a local area or building such as Nando's or a local primary school where parents/carers and other necessary individuals will be contacted.

Our Pre-School procedure is as follows:

- The fire alarm will sound and all staff, volunteers and students will remain calm.
- They will gather the children and encourage them to move into the outside area, ensuring they have collected the evacuation hoops and bag on their way through.
- **The Manager** will gather the contact folder, a means of communication (which in most cases will be the setting's phone), a register/signing in sheet for the staff and the children attending that day.

- **The Manager** will then conduct a room sweep to ensure non-one has been left behind while **the deputy manager** conducts a head count outside.
- **Once it has been established that all children and staff, students and volunteers have been accounted for, children are encouraged to hold on the evacuation hoops and led through the emergency gate situated in the playground.**
- This gate leads onto the main school playground where we line up adjacent to the other evacuee's. We then wait for **the Head of Smallberry Green** to give us the next steps.
- In the event of a real evacuation, we will follow the lead of Smallberry Green. Once a safe area is reached, we will then begin to contact parents/carers and other necessary individuals.

For both settings, Staff, students and volunteers must not:

- Wait to put children's shoes, coats and other belongings on – the aim is to get out dn stay out.
- Gather their own belongings such a phone, bags, jackets or shoes – the aim is to get out dn stay out.
- Return to the building for any reason.
- Return to the building without being given the all clear by either Managers/Directors in the case of a drill, the fire service in the event of a real fire.

Fire drills

We hold fire drills termly and record the following information about each fire drill in the fire drill record book:

- The date and time of the drill.
- Number of adults and children involved.
- How long it took to evacuate (approximately).
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

This Policies and Procedures pack was adjusted by Harvard Park.

Date meeting was held on 30/04/2026

Signed on behalf of the Directors and Proprietors

Nicki Saunders and Tracey Milstead