



**Following policies & Procedures below:**

**Fire Drill Practice Loughton**

**Fire Safety Policy Loughton**

**Fire Safety Procedure Loughton**

**Fire Drill Practice – Loughton**



## **Fire Drill Practice:**

### **On hearing the fire alarm:**

- Immediately evacuate the building under guidance from the Fire Leader in the room and the Fire Warden/manager on duty
- Using the nearest accessible exit lead the children out, assemble at **Alderton Junior school office door.**
- Seahorse Room – by the fire door in their room
- Jelly Fish Room - by the rear exit
- Turtle Room - by the front door
- Dolphin Room - by the front
- During Garden Play - by the rear exit
- Close all doors and windows behind you wherever possible
- Do not stop to collect personal belongings on evacuating the building.

### **If you are unable to evacuate safely:**

- Stay where you are safe
- Keep the children calm and together
- Wherever possible alert the manager/fire warden of your location and identity of the children and other adults with you.

### **Room Fire leader is to:**

- Pick up the children's register, and fire evacuation bag (containing Hi Vis vest, nappies, wipes and blankets etc)
- Put the Fire Warden Hi Vis vest on
- Check the room for any children/staff that may be in the bathroom
- Calmly direct the staff and children to the fire assembly point area **Alderton Junior school office door.**
- Ensure the room door is closed behind you.
- Check the children against the register
- Account for staff in your room
- Advise the Manager/Fire Warden of anyone missing
- (Seahorse Room) Once the children are all evacuated and accounted for, room leader to direct staff to collect the Fire Buggy from the shed in the waste area. Only 6 children in the fire evacuation buggy at one time. (Cook will support the staff member with this).



**Fire Warden/Manager is to:**

- Pick up the children's register, staff register, keys, visitor book and the office fire evacuation bag (containing the Fire Warden Hi Vis vest, & mobile phone)
- Put the Fire Warden Hi Vis vest on
- Retrieve and assemble fire evacuation cot from the shed for Seahorse room
- Do a sweep of the building to ensure no one is left inside
- Calmly direct the staff and children to the fire assembly point area **Alderton Junior school door.**
- Check the children against the register
- Account for all adults: staff and visitors
- Remain calm
- The manager/Fire warden will make a log of each drill practice noting any changes/difficulties/risks
- Fire Drill Practice will be carried out once every term
- Office staff to support where stated.
- The manager/Fire warden should report any risk/s or problems that were found to Miss P Gill and note down the outcomes
- Every child and every staff member must take part in a fire drill each term therefore more than one fire drill may need to be carried out each term.

**Fire Safety Policy-Loughton**



**Early Years Foundation Stage (EYFS) reference: EYFS: 3.55, 3.56, 3.57**

At New Beginnings Nurseries Ltd we take reasonable steps to ensure the safety of children, staff and others on the nursery premises in the case of a fire or other emergency through our fire safety policy and emergency evacuation procedures.

The responsible person (RP) for fire safety at New Beginnings is Joanna Wilkinson.

We ensure the nursery premises are compliant with fire safety regulations, including following any major changes or alterations to the premises. The manager/designated fire marshal ensures we have all the appropriate fire detection and control equipment (e.g. fire alarms, smoke detectors, fire blankets and/or fire extinguishers) are in working order and seeks advice from the local fire safety officer as necessary.

They also have overall responsibility for the fire drill and emergency evacuation procedures. These are carried out and recorded for each group of children every three months or as and when a large change occurs, e.g. a large intake of children or a new member of staff joins the nursery. These drills are planned to occur at different times of the day and on different days of the week to ensure evacuations are possible under different circumstances and all children and staff participate in the rehearsals.

All staff receive fire safety and evacuation training (including as part of induction) to help them understand their roles and responsibilities. This includes the steps they must take to ensure the safety of children, for example keeping fire doors free from obstruction, how to safely evacuate the children and where the evacuation meeting point is situated. Each room has a specific evacuation plan, which includes information such as evacuating non-mobile babies and using alternative exits depending on where the fire may be situated. They also have an annual refresher course on fire safety during their employment.

The manager checks fire detection and control equipment, and fire exits in line with the timescales within the checklist below.

	Who checks	How often	Location
Escape route/fire exits (all fire exits must be clearly identifiable)	All staff	Every day	Staff room/Main entrance  All children's rooms/kitchen
Electronic release (green boxes)	Nursery Manager	Weekly	Office, main nursery door, sensory room, kitchen, dolphin room, seahorse room & Joanna's office
Fire extinguishers and blankets	Nursery Manager  Annually by a qualified person	Weekly  Yearly	All children's rooms, Kitchen, hallway
Evacuation Bag & Fire Evacuation Cot	Nursery Manager	Monthly	All 4 rooms and peg in front office
Smoke/heat alarms	Essex/ Mitie <a href="mailto:ecc.helpdesk@mitre.com">ecc.helpdesk@mitre.com</a>	6 months	All rooms
Fire alarms	Nursery Manager  Essex/Mitie	Weekly  Yearly	Fire alarm panel by main entrance



Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside.	All staff Essex/Mitie	Everyday 6 Months	All children's rooms Main entrance, Kitchen Staff room
Emergency Lighting	Essex/Mitie	6 Months	Throughout the building
Flick test	Nursery Manager	Monthly	Throughout the building

### **Fire checklist**

A deputy fire marshal is appointed to over this role when the fire marshal is absent.

### **Registration**

An accurate record of all staff and children present in the building must be always kept with children and all staff must be marked in and out on arrival and departure. An accurate record of visitors is kept in the visitor's book. These records are taken out along with the register and emergency contacts list in the event of a fire.

### **No smoking/vaping policy**

The nursery operates a strict no smoking/vaping policy – please see this separate policy for details.

### **Flick test-emergency lighting**

This is a short functional test in accordance with BS EN 50172:2004 / BS 5266-8:2004. We must make sure that each of our emergency light power is on when we switch to our main power off. Check over the casings to make sure there are no signs of damage or dirt. Restore the main system's power and check that our emergency system is fully charging. Record in the risk assessment logbook and



keep a record of your results. If we notice any failures, these will be fixed as soon as possible.

### **Routine fire escape route checks**

Periodic fire check of escape routes and final exit doors will be undertaken, ensuring that all fire doors are not held in the open position with any type of wedge, only approved devices. Locks and latches are fit for purpose and operate. Any deficiencies should be reported to the RP and documented within the fire logbook.

### **Weekly fire alarm test (red call points)/Electronic release buttons (green call points)**

The fire alarm should be tested weekly, and any deficiencies reported immediately to the responsible person. Where fitted with electronic release (green boxes) these need to be tested and maintained weekly as per BS-7273: 2007-Code of Practice for the Operation of Fire Protection Measures-Part 4: Actuation of Release Mechanisms for Doors. Any deficiencies should be highlighted to the RP and documented within the fire logbook.

### **Hot works**

Hot work operations such as welding, cutting, soldering and any activities that involve using open flames or excessive heat can cause multiple health and safety hazards. These activities also carry the threat of fires that could be disastrous for staff, the business premises and the children.

Carrying out hot work activities safely is an important part of fire safety in the workplace, but to do so, you need to identify hot work hazards and control measures that will effectively reduce risks and keep workers safe.

No hot works will take place whilst the nursery is operational.

If hot works are required out of operating hours the following will be considered:



### **Hot Work Hazards to Consider**

Working with high levels of heat and open flames is dangerous, but you need to identify the exact hazards created by hot work activities in order to conduct a thorough risk assessment and implement effective control measures.

- **Electrical Hazards** — Most hot work involves using electrical equipment, so workers will face electrical hazards such as the risk of equipment short-circuiting, faulty wiring and the risk of shocks or even fatal electrocution.
- **Exposure to Harmful UV or Infrared Light** — Hot work activities such as welding can involve potentially dangerous UV or infrared light. If workers are exposed to these types of non-ionizing radiation, it can cause damage to their skin or eyes.
- **Exposure to Dangerous Fumes** — Hot work can produce dangerous fumes that pose major health risks for workers. Fumes can cause respiratory health conditions, burns, flu-like symptoms and damage to the eyes.
- **Flying Sparks Can Cause Fires or Combustion** — When hot work activities like welding are carried out, sparks can fly and these sparks can cause fires or combustion if they come into contact with flammable materials, debris or hazardous materials.
- **Conducting Heat through Pipes** — Heat can be conducted through metal materials like pipes and, when heat is transferred, it can encounter flammable, combustible or otherwise hazardous materials.
- **Skin Injuries through Contact with Hot Materials or Equipment** — If workers touch equipment, debris or surfaces that are extremely hot — or come into contact with open flames or sparks — they may sustain skin injuries like heat burns, friction burns or cuts.

The above are just some of the hot work hazards that might apply to the workplace. The hazards your workers face will depend on the people involved, the area where hot work activities are being carried out and any hazards that are specific to your equipment and workplace.

### **Tumble dryers**

Tumble Dryers –The RP must ensure where necessary, the filters of the tumble dryer on site are cleaned at regular intervals. This will be weekly on a **Friday** by the **nursery manager or housekeeper**. If lint is allowed to build up, the tumble dryer can ignite it under certain circumstances, therefore these filters must be cleaned at least monthly or sooner if in continual use. Certain appliances have a safety light





fitted that warns you if the filters require cleaning. The Assessor noted that there is instruction provided regarding cleaning filters.

### **Christmas and fairy lights**

Staff are not to use Christmas /fairy lights without permission from the nursery manager. All lights used within the nursery must be tested and any materials in contact are fire retardant



## **Fire Safety Procedure - Loughton**

**Early Years Foundation Stage (EYFS) reference: EYFS: 3.54, 3.55, 3.56**

### **Fire evacuation procedure**

#### **On discovering a fire:**

- Staff member who discovers the fire calmly raises the alarm by pushing the alarm glass and informs the Fire warden as to where the fire is located.
- Staff member returns to the room where she is based.

#### **On hearing the fire alarm:**

- Immediately evacuate the building under guidance from the Fire Leader in the room and the Fire Warden/manager on duty Collecting children's room register, where applicable)

Using the nearest accessible exit lead the children out, assemble at:

**The green grassy area in front of the entrance to Alderton Hall School Junior School.**

- Seahorse Room – by the fire door in their room
- Jelly Fish - by the front or rear exit
- Turtle Room - by the front or the rear exit
- Dolphin Room - by the front exit or the rear exit
- During Garden Play - by the rear exit
- Close all doors behind you wherever possible
- Do not stop to collect personal belongings on evacuating the building
- Do not attempt to go back in and fight the fire
- Do not attempt to go back in if any children or adults are not accounted for
- Wait for emergency services and report any unaccounted persons to the fire service/police
- The fire leader will inform you where the fire is



- Office staff to support where indicated on the office board.

**If you are unable to evacuate safely:**

- Stay where you are safe
- Keep the children calm and together
- Wherever possible alert the manager/fire warden of your location and identity of the children and other adults with you.

**Room Fire leader is to:**

- Pick up the children's central register, and fire evacuation bag (containing Hi Vis vest, nappies, wipes and blankets etc)
- Put the Fire Warden Hi Vis vest on
- Check the room for any children/staff that may be in the bathroom
- Calmly direct the staff and children to the fire assembly point area **The green grassy area in front of the entrance to Alderton Hall School Junior School**
- Ensure the room door is closed behind you
- Check the children against the register
- Account for staff in your room
- Advise the Manager/Fire Warden of anyone missing
- (Seahorse room) Once the children are all evacuated and accounted for, room leader to direct staff to collect the Fire cot from shed in waste area (Cook will support staff member with this).
- Once the Fire warden has given the go ahead, proceed onto the fire evacuation point at **the green grassy area in front of the entrance to Alderton Hall School Junior School**
- Once you have arrived at the fire assembly point, check the children against the register.

**Fire Warden/manager is to:**

- Pick up the children's register, staff register, keys, visitor book and the office fire bag (containing Hi Vis vest, mobile phone)



- Put the Fire Warden Hi Vis vest on
- Do a sweep of the building to ensure no one is left inside
- Telephone emergency services: dial 999 and ask for the fire service, give them your location
- Calmly direct the staff and children to the fire assembly point area **the green grassy area in front of the entrance to Alderton Hall School Junior School**
- In the fire assembly point area – within the front car park - account for all children against the register
- Account for all adults: staff and visitors
- Advise the fire service of anyone missing and possible locations and respond to any other questions they may have.
- Proceed to **the green grassy area in front of the entrance to Alderton Hall School Junior School**
- On arrival at the evacuation point, check the children against the register, account for all adults: staff and visitors
- Remain calm
- Office staff to support where indicated on the office board
- In the event of an emergency and once all children and staff have been accounted for, we will proceed to the **green grassy area in front of the entrance to Alderton Hall School Junior School** we will then assemble within the school hall.
- The fire warden/manager will call New Beginnings Romford to inform them of the fire in order for them to notify Loughton parents/carers.
- **Remember:**
  - Do not stop to collect personal belongings on evacuating the building
  - Do not attempt to go back in and fight the fire
  - Do not attempt to go back in if any children or adults are not accounted for.
  - Do not re-enter the building until directed by the fire services that it is safe to do so
  - Fire Leaders/deputies to take the fire bag with them when they leave the room with all of the children.
  - Only 6 children in the fire evacuation buggy at one time.



This policy is updated at least annually in consultation with staff and parents and/or after a fire evacuation practice and/or fire.

<b>Policy updated</b>	<b>Policy review</b>
July 2024-Reviewed no changes made	July 2025