

## RAMILLIES HALL LTD

# FIRE PROCEDURES



### **Safety and suitability of premises, environment and equipment:**

*Providers must take reasonable steps to ensure the safety of children, staff and others in the case of a fire or other emergency procedure*

All Staff are required to make themselves familiar with the following Procedures.

**Estate Manager: Robert Poole Fire Marshalls: Robert Poole, Lindsey Vincent, Zoe Vincent, Fay Gurhy, Sally Geen and Alexandra Poole. Training done: 09/2025**

The Estate Manager and the Department Leaders will assist in taking preventative and protective measures. They have the responsibility to ensure that all people have been effectively evacuated from the premises.

In addition to this there is a clear structure which outlines for fire evacuation by area. As outlined in Appendix 1.

To ensure the safety of staff or anyone else on the nursery premises, all parents, contractors, visitors and staff from outside agencies are required to sign in and out.

### **FIRE PREVENTION**

- Flammable materials (including dangerous substances) must be stored away, in the paint shed, or in the metal maintenance shipping container, this must be locked at all times
- Ensure that all combustible materials are kept away from sources of heat and flames
- Avoid using portable heaters.
- At the end of the working day, all equipment must be switched off.
- Clear all rubbish at the end of the day.
- All staff to be trained in Fire Awareness and prevention.
- Any workers performing hot work such as welding, cutting, brazing, soldering and grinding must have a hot works permit.

### **FIRE DOORS, FIRE SIGNS AND FIRE EXITS**

- **Fire doors** are the single most important fire prevention item in the workplace. They must NEVER be wedged open or held back. If the intumescent strips edging the doors, or the door closers, are damaged or faulty, they must be reported to the Estate Manager without delay, using the Maintenance Reporting Form or via email.
- **Fire exits** must be kept clear at all times - if you see a blocked exit, act immediately to clear it, or inform the Estate Manager. Nothing must be hanging from the ceiling in walkways. The Early Years building has had to have hook and eyes put on them to prevent children escaping. Staff are made aware of this and signs are on the doors. The Toddlers building sleep room fire exit has a thumb screw latch and top latch to prevent children escaping.
- **Fire Escape and walk ways** must be inspected on a regular basis and cleaned when necessary. They must have no obstruction.
- Any damaged or missing **fire signs** must be reported to the Estate Manager at once.

#### **WHAT TO DO IF YOU DISCOVER A FIRE**

- Raise the alarm by operating the nearest red fire point.
- Leave the premises by the **nearest** fire exit, taking children, staff and any visitors with you, and proceed to the Assembly Point (The Front Lawn in accordance with the Fire instructions).
- To ensure the evacuation in the Nursery buildings takes place quickly and calmly, a Designated Fire Marshall or Deputy will take control and the staff will deal with the children in the department that they are working in that day.
- A head count is undertaken using the headcount from FAMILY from each nursery department (Department lead or Senior Practitioner). The Manager or Deputy will ensure a mobile phone is taken to the assembly point. Department leads should take a portable device where possible to access Family.
- The Fire Marshalls and the Estate Manager sweep the buildings and make their way down to the Fire Assembly point on the front lawn.
- A Fire Marshall should be nominated for each department and a deputy should also be nominated to cover for absences. This would mean on actuation of the fire alarm, the warden for your designated location would check that location before responding to the assembly point. You should liaise with the building managers to establish the type of fire evacuation procedure in place.
- The time to 'sweep the designated location should take no longer than approximately 1 minute

- The Estate Manager will be responsible for contacting the Emergency Services where necessary. In his absence the responsibility would fall to one of the Deputy Fire Marshalls.
- If a fire breaks out in one of the nursery buildings near to the main building, raise the alarm by the nearest red call point.

### **WHAT TO DO IF YOU HEAR THE ALARM**

- Leave the premises by the **nearest** fire exit, taking children and any visitors with you.
- Ensure that you close windows and doors behind you, only if it is safe to do so.
- Make your way to the Assembly Point (Front Lawn).
- An Emergency evacuation kit is available in the hallway of the Baby department. This contains children's and staff contact details, high visibility jackets, a map of the nursery grounds and a basic first aid kit which must be collected and taken to the Assembly Point as well as water and snacks.
- Where possible, a mobile device should be taken from each department to the assembly Point. Office staff should also take the visitor's book.
- The Fire Marshalls and the Estate Manager sweep the buildings and make their way down to the Playground. The Fire Marshall should be the last people to reach the Assembly Point.
- Do not re-enter the building until the All-Clear has been given.

Staff training will be repeated periodically in Fire Risk Prevention and Fire Safety.

### **Fire Safety Information**

The Fire Risk (Prevention) Policy and the Fire Procedure Policy are in the nursery policy documents in the Shared Area. Fire safety is also conveyed on induction. Named information on current Fire Marshalls is located around nursery departments, Staff Room, Nursery Office. The fire drill information is in each room throughout the premises.

### **FAILURE TO FOLLOW FIRE PROCEDURES**

If the Fire Alarm sounds, **all** staff must make their way to the Assembly Point. Staff must sign in on Family at the beginning of the day. If they leave the premises for a short period of time i.e appointments during the day and at the end of the day, they must sign out so that in the event of a fire they can be accounted for. Everyone who should be on the premises has to be accounted for, so if you leave other than at the end of your working day, you **must** report to your Line Manager or to the Nursery Office who will sign you out. Failure to observe these requirements could result in a verbal or written warning under the Disciplinary Procedure.

Any queries regarding these Fire Procedures should be addressed to the Estates Manager.

Reviewed November 2025

Next review November 2026