

Policy/Procedure Title	APN010 – Fire Safety and Emergency Evacuation Policy
Review Cycle (*Delete as appropriate)	Annually
Responsible Department	Science & Public Sector Services – Applewood Nursery
Procedure *Owner (*Overall responsibility)	Head of Faculty – Science & Public Sector Services
Responsible *Person (if different to above) *responsibility for communicating changes and staff training where appropriate	Nursery Manager
Types of provision this procedure applies to: (delete as appropriate)	Support Department

Revision Record

Rev. No.	Date of Issue	Details and purpose of Revision:
5	May 2021	Regular review
6	February 2026	Update and Review

Equality Impact Assessment

Whenever a policy is reviewed or changed, its impact assessment also must be updated. The Equality Act 2010 seeks to simplify discrimination law and introduced statutory duties to promote equality whereby The College of West Anglia must, in the exercise of its functions, pay due regard to the need to promote equality in relation to the protected characteristics.

Could any staff or students be adversely impacted by this policy/process? If yes give details and how this will be mitigated:

Date:	Action and Monitoring:
20.2.26	Update and review

E, D & I Statement

This procedure has been reviewed in line with the Equality Act 2010 which recognises the following categories of individual as Protected Characteristics: Age, Gender Reassignment., Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual Orientation and Disability. We will continue to monitor this procedure to ensure that it allows equal access and does not discriminate against any individual or group of people.

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1 Policy

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The nursery manager and staff work closely with College of West Anglia's Health & Safety officer and Head of Property Services to ensure all safety precautions are always in place.

2 Procedures

- The basis of fire safety is risk assessment. These are carried out by a 'competent person' on SafeSmart annually.
- All Applewood staff are 'Fire Wardens' once they have completed the training
- All Applewood staff complete Fire Warden and Fire Awareness training on SafeSmart
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and firefighting appliances conform to BSEN standards, are fitted in appropriate high- risk areas of the building and are checked as organised by The College of West Anglia Property services Department.
- Our emergency evacuation procedures are approved by the Health & 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 term
 - CWA keeps records of fire drills and the servicing of fire safety equipment.

3 Emergency Evacuation Procedure or Drill

To ensure the safety of all those who use the Applewood Children's Nursery an evacuation drill will take place once each term and the following procedure must be followed by everyone.

Any person spending time in the nursery will be shown where the fire exits are by the person they are visiting and will be asked to sign in, in the register located just outside of the Applewood office, when they arrive and out when they leave.

Emergency contact details are updated regularly and are stored digitally. Office staff must collect their laptop upon evacuation in case emergency contacts are required.

The alarm is sound tested every week which helps the children to become familiar with the sound. Fire exits are clearly marked, and 'new' practitioners, volunteers and student are shown where the fire exits are located.

When the alarm sounds the nearest person to the evacuation gates must unbolt the gate first, ready for when others arrive at the gate. At each fire exit point in the nursery and at the gates outside, there is a fire evacuation point key. The code for the key fob is 1234. Each room has a fire evacuation point key

Once the room has been evacuated the room leaders/manager must check the room and bathroom area to ensure all children have evacuated, collect the register, close the windows and close the fire exit door shut as you leave.

Bumblebee Room

Bumblebees room can have up to 12 babies under the age of 2 at any one time if there are 4 practitioners caring for them. There is 2 evacuation cots provided to assist the evacuation, which hold 12 babies. Bumblebees ratio is 3:1.

When the alarm sounds one practitioner will take the evacuation cot out of the sleep room and open it wide,

6 babies will be placed in the evacuation cot and one practitioner will push or pull, it to safety. The remaining 3 practitioners will either use the other evacuation cot or carry babies to safety.

Ladybird Room

Two 12 handled, evacuation ropes are provided, which is hung on a hook to the right of the fire exit door.

Ladybird room can have up to 15 children at any one time if there are 3 practitioners. The Ladybirds ratio is 5:1.

One practitioner will hold either end of the evacuation rope while the other practitioners gather the children to hold on to the rope. The practitioners holding the rope will lead to safety while the others walk along-side to ensure all children remain with the group.

Grasshopper Room

Two 12 handled, evacuation ropes are provided. Located inside the Grasshopper room in a bag on a hook to the left of the fire exit door.

Grasshoppers room can have up to 24 children at any one time with 3 practitioners. One practitioner will hold either end of the evacuation ropes while the remaining practitioner gathers the children to hold on to the rope. The practitioners holding the rope will lead to safety while the other one walks along-side to ensure all children remain with the group.

Office/Staff Room/Toilet/Laundry Room

Anyone who is in the staff room, laundry room, adult toilet or office should leave the building through the main entrance. Should the reason for evacuation be in the reception area then those people should evacuate through the nearest classroom/fire exit point.

Kitchen

Anyone who is in the kitchen should evacuate through the fire exit having turned off any appliances in the kitchen.

All evacuees should gather at assembly point 'A' near the front block. The lead person of each room will ensure all children are present by referring to the room register.

The nursery leader will ensure all adults are present by referring to the register.

Should the nursery not be suitable to re-enter a room will be allocated as a holding area while parents/ carers are contacted to collect their children.

4 Time to Evacuate Room

5 MINUTES

5 Procedures for Practice Drills

The fire drill record book, maintained by CWA Health & Safety manager, contains:

- Date and time of the drill.
- How long it took.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

6 Legal Framework

Regulatory Reform (Fire Safety) Order 2005

7 Further Guidance

Fire Safety Risk Assessment - Educational Premises (HMG 2006)