

Springboard Sunderland Trust

Springboard Nursery

Fire Safety and Emergency Evacuation



Document Control

This is a controlled document. Whilst this document may be printed, the electronic version posted on the Springboard SharePoint intranet is the controlled copy. Any printed copies of this document are not controlled. This document should not be saved onto local or network drives but should always be accessed from SharePoint.

Fire Safety and Emergency Evacuation	
Category:	Springboard Nursery
Responsible Person:	Jane Waggott
Accountable Person:	Gemma Dunn
Date of First Issue:	November 2015
Next Review Date:	01/08/2025

Policy Statement

Springboard Nursery ensures our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The Fire Marshall, Manager, Deputy Manager and all other staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as Springboards Fire Officer, or Fire Safety Consultant.

The health, safety and welfare of all our children, staff and visitors at Springboard's Nursery is of paramount importance, we have the following procedures in place to ensure the nursery is able to operate effectively should any of the following incidents occur.

- Fire safety risk assessments are carried out by a 'competent named person'. These are the Acting Manager of Springboard Nursery (Jane Waggott), Gemma Dunn (Acting Deputy Manager) and Fred Wood (Springboards Fire Marshall). They have all received training in fire safety sufficient to be competent to carry out risk assessment. This will follow the guidance as set out in the *Fire Safety Risk Assessment – Educational Premises* document.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- 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; and
 - Practised regularly, (at least termly).
- Records are kept of fire drills, evacuations, and the servicing of fire safety equipment.

Procedures

Fire evacuation:

- Every week the fire alarms are tested by Fred Wood to ensure it is working and all children are familiar with the sound of the fire alarm.
- The fire exits / escape routes are clearly signposted to ensure all the children staff and parents know where they are, they are checked daily by Fred Wood, Gemma Dunn and Jane Waggott.
- On the sound of alarm, the children are led calmly by the staff from the building to the assembly point, while Gemma Dunn / Jane Waggott (named persons) checks the nursery environment.
- Once at the assembly point (C) Jane Waggott or Gemma Dunn takes a register of all children and staff to ensure all are accounted for.
- It takes approximately 30 seconds to 1 minute to get all the children out safely.
- In the event of a real fire Jane Waggott or Gemma Dunn calls the emergency services.
- In the event of a real fire the parents are contacted by phone.
- Springboard Nursery fire drill record book is completed and it 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.

- Jane Waggott and Gemma Dunn are responsible for ensuring the fire risk assessment is undertaken and implemented.
- Emergency evacuation / fire drill will take place at least once a term (within the Nursery) and twice a year with the full springboard building.

Flood

There is always a danger of flooding from adverse weather conditions. If flooding occurs during the nursery day, the Manager/ Deputy manager will make a decision based on the severity and location of the flood, and it may be deemed necessary to follow the fire evacuation procedure. In this instance children will be kept safe and parent/carers will be notified.

Bomb threat

If the nursery should receive a bomb threat, the person taking the call must follow immediate steps if you receive a bomb threat communication procedure and raise the alarm as soon as possible to another member of staff so they can evacuate safely and contact the police:

Immediate steps if you receive a bomb threat communication

Any member of staff with a direct telephone line, mobile phone, computer or tablet etc., or who has any contact with the public, could conceivably receive a bomb threat. Your staff must, therefore, understand the actions required of them as the potential first response to a threat message and their duty of care to others.

If a telephone threat is received:

- stay calm and listen carefully
- have immediate access to the bomb threat checklist (See appendix 1) and the key information that should be recorded
- if practical, keep the caller talking and alert a colleague to dial 999.
- if displayed on your phone, note the number of the caller, otherwise, dial 1471 to obtain the number once the call has ended
- if the threat is a recorded message, write down as much detail as possible and retain for the police to secure
- if the threat is received via text message, do not reply to, forward or delete the message; note the number of the sender and follow police advice
- know who to contact in your organisation upon receipt of the threat, e.g. building security/senior manager, as they will need to make an assessment of the threat

Ideally, the [Bomb Threats checklist](#) (appendix 1) should be completed as soon as possible, i.e. whilst the threat is 'fresh' in the recipient's memory.

If the threat is delivered face-to-face:

- Try to remember as many distinguishing characteristics of the threat-maker as possible and try to remember exactly what was said (again, the bomb threat checklist may be a useful prompt).

If discovered in a written note, letter or as graffiti:

- Treat as police evidence and stop other people touching the item.
- If the threat is received via email or a social media application:
- Do not reply to, forward or delete the message.
- Note the sender's email address or username/user ID for social media applications
- Preserve all web log files for your organisation to help the police investigation (as a guide, police will require data from 7 days prior to the threat message and 48 hours after).

Terrorist attack

On 5th August 2024 the threat level from terrorism in the UK is classed as SUBSTANTANTIAL. Police and security agencies are working tirelessly to protect the public, but it is also important that staff and communities remain vigilant and aware of how to protect themselves if the need arises.



ALWAYS REMEMBER: Remain calm at all times and give the children reassurance.

Legal framework

- Regulatory Reform (Fire Safety) Order 2005
- www.opsi.gov.uk/si/si2005/20051541.htm
- <https://www.un.org/ruleoflaw/thematic-areas/transnational-threats/counter-terrorism/>

Further guidance

- *Fire Safety Risk Assessment - Educational Premises* (HMG 2006)
- www.communities.gov.uk/publications/fire/firesafetyrisk6
- <https://www.gov.uk/government/publication/stay-safe-film>
- www.gov.uk/ACT
- <https://www.counterterrorism.police.uk/vigilance-toolkit/>

This policy was adopted by	Springboard Nursery
Date:	04/08/2022
Date to be reviewed:	01/08/2025
Signed by the manager (Marie Hunter)	<i>J Waggott</i>
Signed by the signatory	<i>S Reay</i>
Name of signatory	Steve Reay
Role of signatory	Chief Executive