



LITTLE FIRS DAY NURSERY



24. Fire Safety Policy & Procedure

At Little Firs 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 Designated Fire Marshal are Wendy Parker, Michele Lund and Janice Chegwidan.

The management makes sure the nursery premises are compliant with fire safety regulations, including following any major changes or alterations to the premises and seeks advice from the local fire safety officer as necessary.

The management ensures all the appropriate fire detection and control equipment (e.g. fire alarms, smoke detectors, fire blankets and/or fire extinguishers) is in working order and seeks advice from the local fire safety officer as necessary.

The management has overall responsibility for the fire drill and 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 will occur at different times of the day and on different days 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.

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

Fire Checklist

| | Who checks | How often | Location |
|--|------------|-----------|---------------|
| Escape route/fire exits (all fire exits must be clearly identifiable) | Management | Weekly | Whole nursery |
| Emergency lighting | Management | Weekly | Whole nursery |
| Fire extinguishers and blankets | Management | Yearly | Whole nursery |
| Smoke and/or heat alarms | Management | Weekly | Whole nursery |
| Fire alarms | Management | Weekly | Whole nursery |
| Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside | Management | Weekly | Whole nursery |

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

Registration

An accurate record of all staff and children present in the building must be kept at all times with children and staff 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.

Emergency Plan

The Nominated Fire Wardens are Mrs Parker, Mrs Lund & Mrs Chegvidden and are identified by their yellow, fluorescent bibs.

Fire Drill Procedure

On discovering a fire:

- Calmly raise the alarm by breaking the alarm glass
- Staff to wear gate keys always.
- Immediately evacuate the building under guidance from the Room-Leaders with the children's attendance Register and close all doors behind you wherever possible. Use evacuation cot as necessary. **Move quickly and quietly. Do not run.**
- Using the nearest accessible exit, lead the children out, go through the gates at the Birth to Three end of the building onto Conifers Primary School Reception Field.
- If normal route is unsafe, exit via Hereford Road and walk along Radipole Lane and enter school via front gates to assembly point.
- Only use Fire Fighting equipment to aid your escape.
- Office staff will call the Fire Brigade before leaving the building with the visitors signing in register and nursery's mobile phone. The Management Collect the emergency pack which contains children's register, staff register, emergency contacts list, keys, and nappies, wipes and blankets, etc.)
- Do not stop to collect personal belongings on evacuating the building.
- Kitchen staff to ensure all appliances are turned off before evacuation takes place.
- Staff will report to Fire-warden regarding persons accounted for or those missing. Do not attempt to go back in if any children or adults are not accounted for. Wait for emergency services/police. Fire-warden to meet the Fire and Rescue Service and to notify them of un-evacuated persons and location of the fire.
- For Emergencies, the same procedure will be followed but other relevant emergency services will be called.
- Do not re-enter the building until advised to do so by the Fire-warden.

If you are unable to Evacuate Safely:

- Stay where you are safe.
- Keep the children calm and together.
- Wherever possible alert the manager of your location and the identity of the children and other adults with you.
- Close all doors and windows behind you wherever possible.

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.**

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

| Date of Review | This Policy was adopted on | Signed on behalf of the Nursery | Date for review |
|-----------------------|-----------------------------------|--|------------------------|
| August 2023. | 1st August 2023 | | August 2024. |