



LITTLE FIRS DAY NURSERY



24. Fire Safety Policy & Procedure

This policy and procedure links to the following:

Legal Framework: The Regulations of the Health & Safety at Work Act 1974, Fire Safety Regulations and any other Relevant Legislation and Guidance. Dorset Fire Authority or the Health and Safety Executive. Statutory Framework for the Early Years Foundation Stage: 3.55-3.57

Little Firs Policies & Procedures: All Health & Safety Policies

At Little Firs we make sure the nursery is a safe environment for children, parents, staff and visitors through our fire safety policy and procedures.

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 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.

Registration

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

No smoking policy

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

Fire & Emergency Policy.

We:

- Check smoke detectors, fire control equipment and fire alarms weekly. This is carried out by Mrs Lund/Mrs Parker/Mrs Chegidden to ensure that they are working, and any problem encountered is dealt with by the relevant companies. These checks are recorded in the fire logbook
- Undertake regular fire drills and checks as above, these are record by the Fire Wardens
- Never obstruct fire doors.
- Have the fire extinguishers checked annually.
- Will only tackle a fire if it is preventing the only means of escape.
- Have fire blankets in the kitchens.

- Evacuate children and staff from the premises immediately by the quickest and safest route.
- Display in each room the fire exits and the procedures to be followed in the event of a fire.
- Will call the emergency services in the event of an emergency.
- Will inform management if any fire equipment is believed to be faulty, so that immediate repair or replacement can be completed.

The Nominated Fire Wardens for Little Firs Day Nursery are Mrs Parker, Mrs Lund & Mrs Chegvidden.

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
- 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 & enter school via front gates to assembly point
- We follow the current covid restrictions but Due to Covid 19 if the children and staffs safety are in jeopardy, then the above will be over-ruled
- 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
- Day Care staff to leave the building with the children's attendance register.
- Close all doors behind you wherever possible
- Use evacuation cot as necessary.
- Move quickly and quietly. Do not run.
- 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
- Do not attempt to go back in and fight the fire
- Wait for emergency services/police. Fire-warden to meet the Fire and Rescue Service and to notify them of un-evacuated persons / 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.

Date of Review	This Policy was adopted on	Signed on behalf of the Nursery	Date for review
July 2021.	16 th July 2021	<i>P. Goodrick</i> <i>Electronically signed due to covid restrictions.</i>	July 2022.