

Little Treasures Nursery General Fire Prevention Policy

Rationale

Staff will ensure that General Fire Prevention is carried out in the nursery premises.

Aims and Objectives

- Premises will have fire doors/emergency exits.
- Fire Alarm checked on a weekly basis.

Implementation

- Adaptors will not be used at any time.
- All electrical appliances are passed for electrical safety on an annual basis, and when new equipment is purchased.
- Fire extinguishers are on an annual contact with A1 Fire Protection Engineers.
- All fire exits will be checked on a daily basis.
- Fire doors/emergency exits should be kept closed unless held open by magnetic door releases.
- Corridors and fire doors/emergency exits should be kept clear.
- In the event of a fire, all doors will closed over in order to prevent the fire spreading further.
- Fire Assembly Point is clearly displayed.
- Electrical equipment should be switched off and unplugged when not in use.
- Faulty equipment will be recorded via the Nursery Maintenance Book and appropriate action taken.
- All staff must familiarise themselves with the following:
 1. All Emergency Escape routes
 2. Location of Fire Alarm points
 3. Location of Fire Extinguishers

- Appropriate information and instructions regarding fire prevention will be passed on to any person in contact with the nursery, including students.
- Any student under the age of 18 the fire officer will ensure they are provided with all compulsory information regarding this area, including the fire risk assessment.
- Any student under the age of 16 (i.e. work experience) the fire officer will contact the students parents to discuss all compulsory information.
- All information regarding fire procedures will be shared with parents.
- All records of fire prevention will be available at all times to our service users.
- The nursery is at ground level and has a ramp attached to our fire exit door, ensuring inclusion of all service users.
- All staff will co-operate with their employer to ensure they are complying with their fire safety responsibilities.
- The nursery has an Installation Certificate.
- The Fire Alarm will be tested weekly by -

The Fire Safety Officer: Elizabeth Deakin.

Reviewed March 2009