

Fire Safety

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

The manager/designated fire officer has overall responsibility for the fire drill and evacuation procedures. These are carried out and recorded for each group of children weekly. 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.

The manager/designated fire officer checks fire detection and control equipment and fire exits in line with the timescales in the checklist below.

Fire checklist

	Who checks	How often	Location
Escape route/fire exits	All staff	Daily	Front and back doors, patio doors.
Fire extinguishers	Fire Officer	Weekly	Wall at kitchen door
Evacuation pack	Fire Officer	Weekly	Reception
Fire alarms	Fire Officer	Weekly	Spaced evenly along roof
Fire door closed and in good repair	Fire Officer	Weekly	Back of nursery

Registration

An accurate record of all staff and children present in the building must be kept at all times and children/staff must be marked in and out on arrival and departure. An accurate record of visitors must be kept in the visitor's book. These records must be 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 drill procedure

On discovering a fire:

- Calmly raise the alarm by ringing the smoke alarm.
- Immediately evacuate the building under guidance from the manager/fire officer.

- Using the nearest accessible exit lead the children out; assemble at the car park entrance.
- Close all doors behind you wherever possible
- Sleeping children will be carried out by member(s) of staff.
- 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.
- Wait for emergency services and report any unaccounted persons to the fire service/police.

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.

The manager/fire officer is to:

- Pick up the children's register, staff register, mobile phone, keys, visitor book and fire bag/evacuation pack (containing emergency contacts list, nappies, wipes and blankets).
- Telephone emergency services: dial 999 and ask for the fire service.
- In the fire assembly point at the car park entrance check the children against the register.
- Account for all adults: staff and visitors.
- Advise the fire service of anyone missing and possible locations and respond to any other questions they may have.
- Once the above has been completed follow the contingency plan.

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.

National Care Standards- A Safe Environment, Standard 2
 Health and Wellbeing, Standard 3
 Well-managed service, Standard 14

Signature	Position	Review Date