



Fire safety Policy

| Issue date | Reviewed by | Next review date |
|----------------|----------------|------------------|
| September 2023 | Shirlyn Watson | September 2024 |

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

The designated fire marshal is Shirlyn Watson. The fire marshal 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 fire marshal 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 have a Fire/Emergency evacuation induction within their first few weeks.

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

Fire checklist

| What | Who checks | How often | Location |
|---|----------------------------|-----------------------------|----------------------------------|
| Escape route/fire exits (all fire exits must be clearly identifiable) | Management on morning duty | Daily risk assessment | Pre-School Main entrance Kitchen |
| Emergency lighting | External agency | Monthly External – 6 months | By exits |
| Fire extinguishers and blankets | External agency | 6 months | Reception Kitchen Pre-School |

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|--|---|-----------------------|---|
| Evacuation pack | Management on morning duty | Monthly | Reception |
| Smoke/heat alarms | External agency | 6 months | Reception Kitchen Top floor Each 'room' in nursery |
| Fire alarms | External agency | Weekly | Reception |
| Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside | Manager on early shift Senior on early shift | Daily risk assessment | Kitchen Main entrance Pre-School – entrance and external stairs |

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:

- Check the fire alarm panel which will ascertain which zone the fire is located in
- Calmly raise the alarm by breaking the alarm glass
- Receptionist /Manager to call 999 and ask for fire service. State that we are a Nursery and how many children present
- Immediately evacuate the building under guidance from the manager on duty
- The Room Leader or the most senior in each Group takes the Daily Register and evacuates their Group.
- Using the main entrance at Reception, (unless inaccessible) lead the children out, line up and assemble outside near the back garden fire exit. Near the tree (labelled as assembly point for CB) in Nursery Groups (Fire Assembly Point)
- Babies and those children unable to walk sufficiently well should go in the Evacuation Cots. One is by the kitchen, another one by the bathroom door, the third one is by the main doors into the nursery (for young toddlers). One adult to pull from the front of the cot, one push at the back
- Children and staff in the Green and Blue room walk safely to exit the building. The Deputy or most senior takes the Sign-in sheets from outside the room
- Fire Marshalls must check each area for children or adults, only closing doors when they are sure the area is evacuated
- Staff in their break can exit the building the same route as the others and make sure they allow younger children to go first. Staff must join the rest of the nursery group at the assembly point. or they go back to their rooms if they can to offer help.
- Any staff or children with physical mobility difficulties must follow their Action Plan

Caution

- Do not stop to collect personal belongings once vacating 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 at the Fire Assembly Point 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 identity of the children and other adults with you.

The responsible person is to:

- Pick up the Sign-in registers for children and staff, keys and fire bag/evacuation pack (containing emergency contacts list, nappies, wipes, nursery mobile phone)
- Telephone emergency services: dial (9) 999 and ask for the fire service

The Manager is to;

- Be at the fire assembly point area and check with each Room Leader that their children are present against the Daily Attendance Register and the Sign-in sheet.
- Account for all adults: staff and visitors against the sign-in sheet
- Advise the fire service of anyone missing and possible locations and respond to any other questions they may have.

Termly Review

The Nursery Manager is responsible for reviewing each fire drill to check its success and/or problems encountered. Any actions are put in place, shared with colleagues and reviewed at the next termly fire drill to ensure our process continually improves