

FIRE SAFETY POLICY

The manager/ fire marshall 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/fire marshall has overall responsibility for the fire drill and evacuation procedures. These are carried out and recorded for each group of children every month 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.

The manager/fire marshall checks fire detection and control equipment and fire exits in line with the timescales in the fire safety record book.

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 blowing the whistle, ringing the bell or sounding the horn
- Immediately evacuate the building under guidance from the *manager on duty/fire marshalls
- Using the nearest accessible exit lead the children out, assemble in front of Tesco (to the right side from the front entrance) (to the left from the garden exit)
- Close all doors behind you wherever possible
- The fire marshall in each unit to pick up the register
- **Do not** try 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:

Spring Nursery - 16th Nov 2019

Fire Safety Policy

- 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 manager/fire marshall of each unit 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 area – (*in front of Tesco*) 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.

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.

Staff are to report any faulty fire safety equipment such as fire extinguishers, fire door, blocked fire exit etc. to the Fire Marshall/manager.

Designated Fire Officer/Fire Marshall is **Siti Nurul H B S Said**

DATE:	REVIEW/READ BY:	SIGNATURE:
16/11/19	S NURUL H B S SAID	