



Fire Safety

EYFS: 3.54, 3.55, 3.56

At Poulton St Chad's Nursery we make sure the nursery is a safe environment for children, parents, staff and visitors through our fire safety policy and procedures.

The manager 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 manager 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.

The manager checks fire detection and control equipment and fire exits in line with the timescales in the checklist below and also completes a daily checklist. Please see Appendix M Fire Checklist

Fire checklist

	Who checks	How often	Location
Escape route/fire exits (all fire exits must be clearly identifiable)	Manager	Regularly throughout opening times	All exits
Fire extinguishers and blankets in correct place	Manager	Every Day	1) Blanket kitchen 2) Fire Ext by kitchen door 3) Fire Ext by front door
Fire Extinguishers and Blanket Service Check	Fire Safety Company	Annually	1) Blanket kitchen 2) Fire Ext by kitchen door 3) Fire Ext by front door



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Grab Bags	Manager	Everyday	By front and back door
Smoke/heat alarms	Manager	Everyday	Ceiling
Fire alarms	Manager	Weekly	By front door
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	Manager	Everyday	All doors
Fire Checklist – Please see 3e Daily Fire Checklist	Manager	Everyday	Office

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 No Smoking Policy

Fire drill procedure

On discovering a fire:

- Calmly raise the alarm by pushing the alarm button. Member of senior management team to dial 999.
- Immediately evacuate the building under guidance from the senior member of the team
- Using the nearest accessible exit lead the children out, assemble at Location A – school field or Location B – Princess Avenue. First person out to take grab bags. These are stored by both exits. If both exits are used it will be the responsibility of the Senior Manager on duty to call the other team and ensure everyone is accounted for.
- Close all doors behind you wherever possible
- Senior member of management team to ensure no children sleeping, no children in toilets and no staff in toilets or store room
- Senior member of management team to take register and visitor book
- 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 both exits used the person with the register will contact the other group to do a head count. Mobile phones are stored in the grab bags.

If you are unable to evacuate safely:

As at 19/02/2019



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- 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.

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.

This policy was adopted on	Signed on behalf of the nursery	Date for review
19/02/2019		19/02/2020

Policy has been read and understood

Name	Date	Signature