



## Fire Safety Policy

EYFS: 3.54, 3.55, 3.56

At Knutsford Day 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/deputy and registered person 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/deputy and registered person 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/deputy and registered person 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 fire exits must be clearly identifiable)	Management	Every 6 months	Front Door, Back Door, Little Learners Fire Escape, Stairway
Fire extinguishers and blankets	Morgan Fire Protection	Annually	All over the building upstairs and down. Please see Fire extinguisher maintenance report sheet.
Evacuation pack	Management & Baby Learner Staff	Every month	Baby Learners Evacuation Cot

Smoke/heat alarms	Morgan Fire Protection	Annually	Baby Nappy changing area Milk Kitchen Baby Sleep Room Baby Learners Little Learners Rising Fives Kitchen Staff Room Store Basement Kitchen Laundry Hallway
Fire alarms	Morgan Fire Protection	Annually	Front porch Hallway Little Learners Downstairs Corridor
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside.	Management	Every day	Every door is a Fire door.

### 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 using the walkie talkies and breaking the alarm glass
- Immediately evacuate the building under guidance from the manager and deputy.
- Using the nearest accessible exit lead the children out, to the nearest assembly points.
- Baby Learners and Rising Fives to assemble at the front of the building alongside the wall at the fire assembly point. Little Learners to assemble at the fire assembly point in the back garden. If Little Learners are in the wooden floored area of the room, they are to leave the building via the fire door and fire escape. If Little Learners are in the carpeted area, then they need to leave via their homeroom door and out the fire exit door in the main corridor and down the ramp.
- All rooms must take their register with them when they are evacuating.
- Management to assemble at the front of the building if in the office, if in the back of the building then they must assemble in the back garden at the fire assembly point.
- All babies must be put into the evacuation cot and wheeled out the front door to the fire assembly point and bring the fire bag/evacuation pack (nappies, wipes and blankets etc)
- Any staff or children with mobility difficulties must evacuate via the front entrance or down the ramp in the back garden. (Whichever is the nearest exit)
- The cook will evacuate by going up the stairs and out of the back-fire escape door and down the ramp and into the back garden. If that fire escape is blocked or he/she can't escape that route due to the fire he/she must evacuate and escape out of the kitchen or staff room window.
- Close all doors behind you wherever possible
- 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 / deputy is to:

- Pick up the children's register, staff register, mobile phone, keys, visitor book
- Telephone emergency services: dial 999 and ask for the fire service
- In the fire assembly point areas – Back garden by the back fence and front garden by the far wall and 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.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
<i>September 2018</i>	<i>Joanne Brewer</i>	<i>September 2019</i>