

## Fire Safety

At **Little Miracles 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 and designated fire marshal (**posters of who these are can be found in every room**) 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 and designated 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.

The manager and designated fire marshal 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)	Manager/ Deputy Manager	Weekly Monday morning checks	All
	Opening person	Daily morning Checks	Room that they are opening
Fire extinguishers and blankets	Manager/Deputy Manager	Weekly Monday morning checks	All
	Fire company	Yearly	
Evacuation pack	Manager/ Deputy Manager	In monthly Health and Safety checks	Downstairs bathroom
Smoke/heat alarms	Fire company	As per their up to date legal recommendations	All
Fire alarms	Manager/ Deputy Manager	Weekly Monday morning checks	All
	Fire company	Yearly	
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	Manager/ Deputy Manager	Weekly Monday morning checks	All
	Fire company	Yearly	

## 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 breaking the alarm glass
- Immediately evacuate the building under guidance from the manager on duty and or fire marshal
- Using the nearest accessible exit lead the children out, assemble at **the back of the building next to the community centre**
- Close all doors behind you wherever possible
- **Pre-school children are to come straight down the stairs and out through the front door. Babies and toddlers are to evacuate via the garden and out through the main gate.**
- **All additional staff, cook, admin, directors etc. are to make their way to ensure that the babies have exited the building safely.**
- **Any children or staff with additional needs or disabilities with have an evacuation plan that must be followed and all staff must be aware of these plans.**
- 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 will pick up the evacuation folder, the phone, the keys, the register and the visitors register.
- The Room Leaders will pick up the children's room register, staff room register, evacuation pack if in their room.
- The Manager will telephone emergency services: dial 999 and ask for the fire service
- The Room Leaders In the fire assembly point area – **at the back of the nursery next to the community centre** check the children against the register
- The Manager will account for all adults: staff and visitors

- The Manager will 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>14.12.19</i>		<i>14.12.20</i>