

# Favours Day Nursery Ltd Policy and Procedure

## Fire Safety

At Favours Day Nursery we take reasonable steps to ensure the safety of children, staff and others on the nursery premises in the case of a fire or other emergency through our fire safety policy and emergency evacuation procedures.

The designated fire marshal is Abbey Cooke.

We ensure the nursery premises are compliant with fire safety regulations, including following any major changes or alterations to the premises. The designated fire marshal ensures we have all the appropriate fire detection and control equipment (e.g. fire alarms, smoke detectors, fire blankets and/or fire extinguishers) are in working order and seeks advice from the local fire safety officer as necessary.

They also have overall responsibility for the fire drill and evacuation procedures. These are carried out and recorded for each group of children every term. These drills are planned to occur at different times of the day and on different days of the week to ensure evacuations are possible under different circumstances and all children and staff participate in the rehearsals.

All staff receive fire safety and evacuation training (including as part of induction) to help them understand their roles and responsibilities. This includes the steps they must take to ensure the safety of children, for example keeping fire doors free from obstruction, how to safely evacuate the children and where the evacuation meeting point is situated. Each room has a specific evacuation plan, which includes information such as evacuating non-mobile babies and using alternative exits depending on where the fire may be situated.

The designated fire marshal checks fire detection and control equipment and fire exits in line with the timescales within the checklist below. A deputy fire marshal (nursery manager) is appointed to cover this role when the fire marshal is absent.

### **Fire checklist**

	Who checks	How often	Location
Escape route/fire exits	Fire marshal	Weekly	All external doors
Fire extinguishers and blankets	External company	Every 6 months	As marked on fire plan
Evacuation pack	Manager	Monthly	Office
Smoke/heat alarms	External company	Every 6 months	Kitchen and staff WC
Fire alarms	External company Fire marshal	Every 6 months Every month	As marked on fire plan
Emergency lighting	External company Fire marshal	Every 6 months Every month	By all exit doors

### **Registration**

An accurate record of all staff and children present in the building must be kept at all times with children and staff marked in and out on arrival and departure. An accurate record of visitors is kept in the visitor's book. These records are taken out along with the register and emergency contacts list in the event of a fire.

### **No smoking / vaping policy**

The nursery always operates a strict no smoking / vaping policy on the site.

## **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
- Using the nearest accessible exit lead the children out, assemble at the car park
- Close all doors behind you wherever possible
- Any staff available close to the baby room should help those that cannot walk
- 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

A senior in the room is to:

- Pick up one of their tablets for the online register
- In the fire assembly point area check the children against the register

The manager on duty is to:

- Pick up a nursery mobile phone, keys, visitor book, emergency contacts folder and evacuation pack (containing nappies, wipes and blankets)
- Telephone emergency services: dial 999 and ask for the fire service
- In the fire assembly point area (car park) check all children are accounted for with the room leaders
- 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.

This policy is updated at least annually and/or after a fire.

## **August 2018**

Updated October 2025     A. Cooke

Written with guidance from the National Day Nurseries Association