

## **Fire Safety Policy**

At Honeys 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 the manager on the day.

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

They also have overall responsibility for the fire drill and emergency 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 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 manager checks fire detection and control equipment and fire exits in line with the timescales within the checklist below.

### **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 on the adult register. 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 operates a strict no smoking/vaping policy – please see this separate policy for details.

### **Fire drill procedure**

On discovering a fire:

- Calmly raise the alarm by blowing the whistle
- Immediately evacuate the building under guidance from the manager on duty (collecting children's room registers, where applicable)

- Using the nearest accessible exit lead the children out, assemble at main entrance front gate
- Close all doors and windows behind you wherever possible
- Evacuating babies – If there are babies/non walkers and it is not possible or unsafe to carry a child safely to the evacuation point, place babies in the evacuation cot and carefully wheel out of front door and down ramp to the evacuation point.
- 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 and/or 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 room leader is to:

- Collect the children's register
- In the fire assembly point area – front gate - account for all children against the register

The manager is to: gather staff register, nursery mobile/phone, keys and fire bag and/or evacuation pack (containing emergency contacts list, nappies, wipes and blankets, etc.)

- Telephone emergency services: Dial 999 and ask for the fire service
- 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 in consultation with staff and/or after a fire evacuation practice and/or fire.