

## 7.5 Fire Safety Policy

At Wonderland Day Nursery we make sure the nursery is a safe environment for children, parents, staff and others through our fire safety policy and emergency evacuation procedures.

The manager is Noelle O'Boyce

### **General instructions**

**Remember the safety of people is the primary concern.**

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 term 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 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.

### **Registration**

Records will be maintained of all staff, children and visitors who are on site and will always be kept up to date throughout the day. In the event of an evacuation the Nursery Manager must ensure that the records of staff and visitors who are on site are taken to the evacuation point. This is available on the Family software.

### **When the fire alarm sounds:**

- The Nursery Manager or the next senior management leader in the event of the manager being absent will take control of the situation and their instructions must be followed.

- Nursery staff will evacuate the children in their immediate care to the designated Assembly point in the car park, which is the against the back fence of the Wonderland car park.
- Any visitors will be directed to the Assembly Point by the nearest member of staff.
- The Nursery Manager will check that the building is clear and will proceed to the Assembly Point.
- The lobby track software will be checked to ensure no visitors are in the building. The Nursery Manager will organise a roll call of all staff, children, and visitors to ensure that everyone is present and accounted for.
- All personnel will remain at the Assembly Point until further instructions are issued by the Nursery Manager/Management team.

### **Nursery/Duty Manager – General duties**

All new members of personnel, whether temporary or permanent, must be instructed in the fire emergency procedures. This should include a tour of the premises to show fire alarm points, exit routes and firefighting equipment and the assembly point in case of evacuation.

### **Routine Duties:**

Daily:

- Maintain a daily register on Famly of all staff and visitors on site.
- Check Fire Alarm control box indicates No faults.
- Check that all Fire Exits and escape routes are free from obstruction.

Monthly:

- Carry out and record tests of the Fire Alarm system.
- Carry out and record tests of Emergency lighting.
- Check operation of all Fire Exit doors and record findings.

Other:

- Organise a full fire drill, involving a complete evacuation of the premises, at least once every term.
- Details of these drills must be recorded on an occurrence report, in the fire safety folder as well as in the Citations Log book
- Organise annual inspections of fire extinguishers and hose reels.
- However, when extinguishers have been discharged, or if there is any sign of damage or deterioration, inform the Operations Director immediately.

### **Nursery/Duty Manager duties in an emergency**

- On hearing the Fire Alarm sounding:
- Summon County Fire services by dialling 999.

- Check immediately the location and extent of the fire and ensure that evacuation procedures are under way.
- Where necessary redirect staff to facilitate evacuation.
- Staff may be directed to attempt to control the fire, using the equipment provided - but only when this will not involve risk to personnel and if they have been trained.
- Check building to ensure evacuation is complete.
- Leave building and report to the Assembly Point.
- Organise a roll call at the Assembly Point, using Family and Lobby track
- If unable to return to the building, all personnel must move to:

The Cottage  
Pixmore Avenue  
Letchworth  
Herts  
SG6 1JS

- Complete "Occurrence Report" as soon as possible.

## **Senior Staff duties**

### *General*

Ensure that you are familiar with the fire and emergency procedures and that you know the location of the alarm points, fire exits, firefighting equipment and the Assembly Point for evacuation.

### *Routine duties*

Maintain the Family register of all children in your charge. This register must always be kept up to date during the day and taken with you to the evacuation point.

### *In an emergency*

On hearing the fire alarm evacuate as follows

- Organise the evacuation of the children in your care, in a calm and orderly fashion and proceed to the designated Assembly Point.
- Do not stop to collect belongings, either your own or the children's.
- Follow any instructions given by the Nursery Manager/Deputy
- Stay with the children at the Assembly Point to await further instructions from the Nursery Manager/Deputy

If you discover a fire:

- Immediately sound the alarm from the nearest alarm point.
- Follow the evacuation procedure above.

## **Nursery staff duties**

### **General**

Ensure that you are familiar with the fire emergency procedures and that you know the location of the alarm points, fire exits, firefighting equipment and the assembly Point for evacuation.

**Your primary duty is always to safeguard the children in your care.**

### **On hearing the fire alarm sound**

- Commence evacuation of the children in your care, in a calm and orderly fashion, to a designated Assembly Point.
- If you require assistance, notify your Team Leaders, but do NOT leave the children unattended.
- Do not stop to collect belongings, either your own or the children's.
- Follow any instructions given by the Nursery Manager/Duty Manager
- Stay with the children at the Assembly Point to await further instructions from the Nursery Manager/Duty Manager

### **If you discover a fire**

- Immediately sound the alarm from the nearest alarm point.
- Follow the evacuation procedure as above.

## **Other staff members and visitors**

### **On hearing the fire alarm sounding**

#### **If the fire is in your vicinity:**

- Leave the building by the nearest exit and report to the Assembly point.
- Only if you have had fire extinguisher training, there is no danger to yourself, or other personnel should you attempt to control the fire with the equipment provided.

#### **If you are NOT in any danger:**

- Report to the Senior Management team for instructions, who may direct you to:
  - Assist with the evacuation of the children.
  - Attempt to control the fire with the equipment provided.
  - Leave the premises.

**The instructions of the Nursery Manager or Management Team **MUST** always be followed.**

