



FIRE SAFETY POLICY



The person responsible for Fire Safety in the setting is Emma Middleton.

The person responsible for testing fire equipment in the setting weekly is Carol Bailey and Emma Middleton.

The setting has a fire alarm and emergency call points.

The fire extinguishers are situated in:

- main entrance hall
- opposite blossom room door
- in between apples and pears room
- outside kitchen door

The break glass call points are situated at every fire exit.

Standard fire precautions should be practised to reduce the risk of fire. These include

- Do not put anything on top of, or too close to, the heaters.
- Regularly monitor heat settings on radiators
- Regularly check electrical equipment – vacuum cleaner, CD player, kitchen appliances for wear and damage. Yearly professional checks will take place.
- Unplug all electrical appliances and switch off lights at the end of the day.

In the event of a fire or other reason to evacuate the building (e.g. as a part of nursery fire drills):

THE SAFETY OF THE CHILDREN AND ADULTS IN THE SETTING IS THE PRIME IMPORTANCE

On discovering a fire we would:

- Follow our Fire and Emergency Evacuation Plan

On hearing the fire alarm we would:

- Follow our Evacuation procedure and escape route.
- These plans are located in each room.
- Staff are informed of our evacuation procedure, how to use the emergency call points, and fire extinguishers on their fire day during the induction.
- Training is updated regularly at staff meetings.
- We re-evaluate our emergency procedures and exit routes as and when needed. Eg when building work arises.
- Children and adults must go directly out of the building. Do not run. Do not stop to collect bags, coats or any other belongings.
- Follow the escape routes for the appropriate room and assemble near the MUGA (Multi-Use Games Area) near the school field. In the event of a whole school evacuation, be ready to follow the directions and instructions of the school fire officer.
- Once assembled a head count should be taken and the register called for children and all adults. If anyone is missing, two members of staff must



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remain with the children and other staff searches the grounds for the missing person (s).

- **On no account re-enter the building. Tell the fire brigade immediately that someone is missing and may be inside.**

Baby room evacuation

- An extra member of staff to assist in the evacuation of non-ambulant children
- Evacuation cot to be used with six children with one member of staff pushing
- Three members of staff to carry one child each, to the evacuation point.

Fire drills

Regular fire drills will be held at least once every six weeks. Fire drills must be held on different days of the week and at different times, at both morning and afternoon sessions.

In all cases a record should be maintained to show:

- * Dates and times of fire drill
- * Number of adults and children present
- * Time taken to evacuate the building
- * Specific points requiring attention

In the event of a serious fire/bomb scare at the school, we would evacuate the nursery and congregate on the school field and line up along the school's fenced of pond area. We would then walk to Cornerstone church on Holloway Ave and follow our off site evacuation policy.

(This is to be kept in the Fire safety Information folder)

The manager/deputy manager will be responsible for organising fire drills.

Signed on behalf of the nursery.....*Emma Middleton* Date:... August 2024