

33. Fire Safety (example)

EYFS: 3.54, 3.55, 3.56

At **Wilsic Road 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 designated fire marshal, **Becky Taylor**, 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 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. All members of staff will be given the opportunity of leading a fire drill to ensure that everyone is familiar with the procedure.

The 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 or Deputy on duty	Daily	All doors leading to outside. Side alley.
Fire extinguishers and blankets	O Heap & Sons Ltd	Annually	Each room + kitchen
Evacuation pack	N/A		
Smoke/heat alarms	Manager/ Deputy Manager	Monthly	Main nursery
Fire whistles	Manager/ Deputy Manager	Daily	Nursery, Baby Room, kitchen
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	Manager/Deputy Manager	Daily	All doors leading to the outside

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 blowing the whistle
- Immediately evacuate the building under guidance from the fire marshal
- Using the nearest accessible exit lead the children out, assemble at the assembly point (**If evacuating from the rear of the building it is the back wall of the garden. If evacuating from the front it is opposite the Nursery across the road in front of the old peoples bungalows**) Close all doors behind you wherever possible
- **Evacuating babies to be passed through the patio doors to staff outside**
- 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 fire marshal is to:

- Pick up the children's register, staff register, mobile phone, keys, visitor book and fire bag/evacuation pack (containing emergency contacts list, nappies, wipes and blankets)
- Telephone emergency services: dial 999 and ask for the fire service
- In the fire assembly point area (**If leaving from the rear of the building it is the back wall of the garden. If evacuating from the front it is opposite the Nursery across the road in front of the old peoples bungalows**) check the children against the register
- 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 was adopted on	Signed on behalf of the nursery	Date for review
July 2021	SM Draper	July 2022