

# Fire Safety

EYFS: 3.54, 3.55, 3.56

At **Palace 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 **Pricilla Taylor** and **Karina Cassin**. It is their responsibility to make 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 six 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.

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)	All staff	Daily	Designated room Little Gems and Emeralds
Fire extinguishers and blankets	Fire Marshall	Monthly	All rooms
Evacuation pack	Room Leaders	Weekly	Behind room doors
Smoke/heat alarms	Cromwell Fire	Yearly	Each room on ceiling
Fire alarms	Cromwell Fire/Fire Marshall	Yearly/Weekly	Main Entrance
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	All Staff	Daily	In each room

## 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/\*ringing the bell/\*breaking the alarm glass
- Immediately evacuate the building under guidance from the \*manager on duty/\*fire marshal
- Using the nearest accessible exit lead the children out, assemble at front carpark
- Close all doors behind you wherever possible
- **Ensure you use the evacuation cot for young babies**
- 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 \*manager/\*fire marshal/\*team leader 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 – **Front play area** 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
September 2020	Sayyeda Meghji	September 2021