

ABC NURSERY POLICIES AND PROCEDURES**POLICY 32: Fire Safety**

32.1 ABC Nursery is committed to promoting the safety of the children in our care. The Nursery Manager 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 to ensure evacuations are possible under different circumstances.

32.2 Fire checklist

	Who checks	How often	Location
Escape route fire exits	Nursery Manager	Daily	Door - front hall Doors – art room Doors – role play Doors – conservatory
Other escape route:			Window toy room Baby room (blue room)
Fire extinguishers and blankets	Fix Fire	Annually	Back Hall / Front hall Upstairs hall
Smoke alarms	Senior Nursery Nurse (H & S representative)	Weekly	In all rooms interconnected.
Fire Bell (Manual)	Fix Fire		Downstairs Hall
Fire doors closed and in good repair	David Margetts Nursery owner	Weekly	On all rooms

32.3 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.

32.4 The nursery operates a strict no smoking policy – please see this separate policy for details.

32.5 Fire drill procedure
On discovering a fire:

- Calmly raise the alarm by ringing the bell.
- Immediately evacuate the building under guidance from the Nursery Manager.
- Using the nearest accessible exit lead the children out, assemble at the Fire Assembly Point (see Green Notice) by the willow arch in the back garden.
- Close all doors behind you wherever possible
- The Deputy Nursery Manager and the Administration Officer must assist with helping the children from the Raindrop Group upstairs in coming downstairs into the hall and going out the front door fire exit.
- Any babies must be removed out of the toddler area

32.6 Do not stop to collect personal belongings on evacuating the building

32.7 Do not attempt to go back in and fight the fire

32.8 Do not attempt to go back in if any children or adults are not accounted for.

32.9 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 identity of the children and other adults with you.

32.10 The Nursery Manager is to:

- Pick up the children's register, staff register, mobile phone, keys, visitor book and fire bag (containing emergency contacts list, nappies, wipes and blankets)
- Telephone emergency services: dial 999 and ask for the fire service

32.11 In the fire assembly point area:

- check the children against the register
- Account for all adults - staff and visitors
- Advise the fire services of anyone missing and possible locations and respond to any other questions they may have.

32.12 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.

32.13 If unable to return to the building for any length of time after an evacuation, all children and staff will go to St Barbara's Church for shelter until all children are collected by parents.