

# Fire Safety

At Little Faces Nursery we make sure the nursery is a safe environment for children, parents, staff and visitors through our fire safety policy and procedures.

The manager, Kathy Wallis, in conjunction with Havant and South Downs College Health and Safety Officer, Martin Whitty, 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 manager has responsibility for the fire drill and evacuation procedures in conjunction with the H&S Officer for the college. 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 manager and the H&S Officer for the college 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)	KW	Daily	From all children rooms, including the Cove building and corridors.
Fire extinguishers and blankets	H&S Team HSDC	Annually	Corridor/rooms/Cove
Smoke/heat alarms	H&S Team HSDC	Annually	Corridor/rooms/Cove

Fire alarms	H&S Team HSDC	Annually	Corridor/rooms/Cove
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	H&S Team HSDC	Annually	Corridor/rooms/Cove

### **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. Emergency contacts list can be obtained through the Connect Childcare system in an emergency.

### **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 breaking the alarm glass
- Collect registers
- Immediately evacuate the building under guidance from the manager.
- Using the nearest accessible exit lead the children out, ( For the children in main building) assemble in the Garden then to College evacuation point on grass at the back of the building. Should the fire be in the nursery building, the children and staff will walk to the grassed area at the back of the nursery, to the assembly point on the green.
- Babies in the Cove will be placed in the evacuation cots and will assemble at the Evacuation Point in the Nursery Drop Off Area/Carpark.
- 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 is to:

- Pick up the staff register, keys, visitor book.
- Telephone emergency services: dial 999 and ask for the fire service
- Account for all adults: staff and visitors
- Kathy Wallis (or in absence, Rosie Robertson , Lesley Beauchamp ) will make way to main college car park to report to Fire Warden.
- 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.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
<i>25th August 2018</i>	<i>Kathy Wallis</i>	<i>25th August 2019</i>