



FIRE POLICY

Purpose

We make sure the nursery is a safe environment for children, parents, staff and visitors through our fire safety guidance and procedures.

Policy

- The Manager makes sure the nursery premises are compliant with fire safety regulations following any major changes or alterations to the premises and seeks advice from the local fire safety officer as necessary.
- The Manager has overall responsibility for the fire drill and evacuation procedures.
- These are carried out and recorded for each group of children
 - every 4 to 6 weeks 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 checks fire detection and control equipment, and fire exits in line with the timescales in the [Fire checklist](#)
- An accurate record (Register) of all staff and children present in the building must always be kept 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 (Register and Visitors Book) must be taken out along with the emergency contacts list in the event of a fire.
- The nursery operates a strict no smoking policy – see separate [Healthy Workplace policy](#)

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
- Using the nearest accessible exit leads the children out, assemble at **Roxbourne Park near the green board**
- Close all doors behind you wherever possible
- 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 fire drill practise, complete the [fire drill log](#)

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 Senior Management Team 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, blankets, any child medications, e.g. inhalers, epi-pens etc)
- Telephone emergency services: dial 999 and ask for the fire service
- In the fire assembly point area – (**Roxbourne Park near the green board**) 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.

Associated documents:

- **Fire checklist**
 - Fire Risk Assessments
 - Healthy Workplace policy
 - Emergency Bag checklist
 - Emergency Lighting
 - Fire Extinguisher Monthly Inspection record
 - Location and Type of Fire Extinguishers
 - Smoke and Fire Alarm Weekly Test record
 - Fire Drill record