



FIRE SAFETY

At My Sunshine Day Nursery & Pre-School we make sure the nursery is a safe environment for children, parents, staff and visitors through our fire safety policy and procedures. The manager 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 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.

The manager 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 / Deputy Manager	Every Term	Ground floor and 1 st Floor Fire Exits
Fire extinguishers and blankets	Bridge Fire & Security	Every 6 months	Throughout building
Smoke/heat alarms	Bridge Fire & Security	Every 6 months	Throughout building
Fire alarms	Bridge Fire & Security	Every 6 months	In All Rooms
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	Manager / Deputy Manager	Daily	In all Rooms



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 breaking the alarm glass.
- Immediately evacuate the building under guidance from the manager on duty.
- Using the nearest accessible exit lead the children out, assemble at the Garden Gate in the rear Garden.
- Close all doors behind you wherever possible.
- Babies are to exit in as few evacuation cots as possible which are to be wheeled out of the ground floor fire exit to the fire assembly point. The Toddler class will use the rear fire escape door to the Garden and Pre-School will exit via the internal main stair case and out via the front porch to the rear garden of the area.
- Children or adults with mobility difficulties will be supported as necessary.
- 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 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 – [insert location] 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.



- Specific Fire evacuation instructions are placed under call points in each area of the nursery please make sure you are familiar with the procedure for your class.

This Policy was adopted on	Signed on behalf of My Sunshine Day Nursery by Harriet Ballardie (Nursery Manager)	Date Policy was Disseminated to Staff	Date for next Policy review
1 March 2018		1 March 2018	1 January 2019