FIRE SAFETY POLICY

At **My Sunshine Day Nursery and 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 Management Team, are who are the designated fire marshalls, 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 fire marshal on duty 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, eg 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 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)	Management Team	Daily	All Rooms
Fire extinguishers and blankets	Management Team	Monthly	All Rooms/ Kitchen
Evacuation pack	Management Team	Monthly	Office
Smoke/heat alarms	Bridge Fire	Bi-annually	Corridors and Kitchen
Fire alarms	Bridge Fire	Bi-annually	Corridor, Pre-School
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	Management and Bridge Fire	Management Daily/ Bridge Fire Quarterly	All Rooms and Exits

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 Fire Evacuation Policy and Procedure
- Using the nearest accessible exit lead the children out, assemble at the **Asssembly point in the Garden**
- Close all doors behind you wherever possible
- **Group in evacuation areas in the garden and remain in your 'classroom groups'**
- **Headcount the children as you leave the classroom, when you get to your Assembly Point, and regularly when waiting for further instructions**
- **Evacuate young babies using the evacuation cots, walkers can be walked out of the building. Transfer walkers to pushchairs if moving location is necessary**
- **All Rooms to bring outing bags and to put hi-vis on the children and staff**
- 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 Fire Marshall 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 – **Garden** - 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.

Signed on behalf of My Sunshine Day Nursery by Harriet Ballardie (Nursery Manager)	Date Policy Disseminated to Staff	Date for next Policy review
	16 March 2021	February 2022