



**FEVERSHAM**  
FIRST STEPS UNDERCLIFFE

# **FIRE SAFETY POLICY**

**UPDATED SEPTEMBER 2018**

## FIRE SAFETY POLICY

The manager has overall responsibility for the fire drill and evacuation procedures. These are carried out and recorded once every 6 weeks or 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. It is important that all staff/visitors sign in/out at the main school and on the nursery premises to ensure we are aware of who is/is not on the premises should a fire occur. Practitioner's must also ensure that every child is signed in/out immediately upon arrival/exit

Our emergency evacuation procedures are approved by the Fire Safety Officer, they are:

- Clearly displayed on the premises
- Explained to new members of staff, volunteers and parents
- Practiced regularly at least once every 6 weeks
- Records are kept of fire drills and the servicing of fire safety equipment

### 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 as well as signing in and out at school reception. These records must be taken out along with the daily register and emergency contacts list (there is a copy of the emergency contacts at the back of each rooms register) 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 CHECKLIST:

WHAT:	WHO CHECKS:	HOW OFTEN:	LOCATION:
Escape route/fire exits	Nursery staff	Every day to ensure they are clear and no hazards in the way of exit	Each room
Fire extinguishers and blankets	Health & safety from main school	Annually	Each room has a fire extinguisher
Smoke/heat alarms	Health & safety from main school	Annually	Kitchen/Cloak room
Fire alarms	Checked by Site Manager (Lisa Walker)	Checked every Monday morning at 8:30am	Throughout the building
Fire doors closed & in good repair	Nursery staff	Checked twice daily by staff when opening and closing	Each room, staff room and front door
Fire bag	Nursery staff	Monthly	To be checked by staff and taken out during evacuation

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## **FIRE DRILL PROCEDURE:**

Upon discovering a fire you should:

- Calmly raise the alarm by breaking the alarm glass
- Calmly call children in your care together
- Visually check the space around you is empty
- Immediately evacuate the building under guidance from the senior staff on duty
- Using the nearest accessible exit lead the children out and assemble at netball court in the main playground
- Close all doors behind you wherever possible
- If the babies are sleeping they must be wrapped up in there blankets and taken outside into the netball court
- If safe to do so the manager will go straight into the baby room to assist with carrying the babies outside
- Any staff that are not in rooms with children should assist with the children if 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
- Remain outside the building until the manager deems the premises as safe to return inside-(management will be informed by the site manager over at the main school)

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 who are with you

The manager will ensure to:

- Pick up the 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
- Sweep through the building to check for children or visitors left behind
- In the fire assembly point area - check the children against the register to account for all children
- 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

## **OUR FIRE DRILL RECORDS CONTAIN:**

- The date and time of when the drill took place
- How long it took
- Whether there were any problems that delayed the evacuation
- Any further action taken to improve the drill procedure

**This policy was reviewed by management on 24.09.18**