

## Fire Safety

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

The designated fire marshal [Mandy Husk] makes sure the nursery premises are compliant with fire safety regulations and seeks advice from the local fire safety officer as necessary, including following any major changes or alterations to the premises.

The designated fire marshal 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 designated 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)	Mandy Husk Tracey Stevens	Daily	Canteen Tiny Tots Unit Little Learners Unit
Fire extinguishers and blankets	Chubb	Annually	Holiday Club Tiny Tots Unit Little Learners Unit Canteen
Smoke/heat alarms	Mandy Husk	Weekly	Canteen Holiday Club Little Learners Unit Tiny Tots Unit
Fire alarms	Mandy Husk	Weekly	Canteen Holiday Club Little Learners Unit Tiny Tots Unit
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	All staff	Daily	Canteen Holiday Club Little Learners Unit Tiny Tots Unit

## 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 opposite Tiny Tots conservatory

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 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.

Keep all fire doors closed tight

The manager/team leader is to:

Pick up the children's register, staff register, mobile phone, keys and visitor book(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 – (opposite conservatory) 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

Date of Review	Changes Made	Signatures	Date of Next Review
06/05/2016	Introduction of new policy	A. Ferguson	May 2017
05/04/2017	None	A. Ferguson	April 2018