Fire Safety Policy

At The Stables Day Nursery we take reasonable steps to ensure the safety of children, staff and others on the nursery premises in the case of a fire or other emergency through our Fire safety policy and emergency evacuation procedures.

We ensure the nursery premises are compliant with fire safety regulations, including following any major changes or alterations to the premises. The Manager/designated fire marshal ensures all the appropriate fire detection and control equipment (e.g. fire alarms, smoke detectors, fire blankets and/or fire extinguishers) is in working order and seeks advice from the local fire safety officer as necessary.

They also have overall responsibility for the fire drill and emergency 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 are planned to occur at different times of the day and on different days of the week to ensure evacuations are possible under different circumstances and all children and staff participate in the rehearsals.

All staff receive fire safety and evacuation training (including as part of induction) to help them understand their roles and responsibilities. This includes the steps they must take to ensure the safety of children, for example keeping fire doors free from obstruction, how to safely evacuate the children and where the evacuation meeting point is situated. Each room has a specific evacuation plan, which includes information such as evacuating non-mobile babies and using alternative exits depending on where the fire may be situated.

The *manager/*designated fire marshal checks fire detection and control equipment and fire exits in line with the timescales within the checklist below.

Fire checklist

	Who checks	How often	Location
Escape route/fire exits (all fire exits must be clearly identifiable)	Senior Staff	Every Morning	Back Kitchen door, main corridor, back door, door at bottom of annex
Emergency lighting	SW Electrical Site Manager	Six Monthly Weekly	In all rooms and corridors

Fire extinguishers and blankets	Citation	Annually	Top of each stairs, corridors and kitchen
Smoke and/or heat alarms	Monthly	Site Manager	Corridors, rooms, kitchen
Fire alarms	Weekly	Site Manager	Corridor and top of stairs
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	Senior Staff	Daily	All rooms

A deputy fire marshal is appointed to oversee this role when the manager/designated fire marshal is absent.

Registration
An accurate record of all staff and children present in the building must be kept at all times with children and staff marked in and out on arrival and departure. An accurate record of visitors is kept in the visitor's book. These records are taken out along with the register and emergency contacts list in the event of a fire.

No smoking/vaping policy
The nursery operates a strict no smoking/vaping 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 (collecting children's room registers, where applicable)
- Using the nearest accessible exit lead the children out, assemble at the tarmac area
- Close all doors and windows behind you wherever possible
- All office Staff to support children in bright futures evacuating down the stairs
- All kitchen staff to support the evacuation of babies once Bright Futures are down the stairs.
- 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 and/or 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 and or designated fire marshal is to:

- Collect the central children's register, where applicable, staff register, nursery mobile/phone, keys, visitor book and fire bag and/or evacuation pack (containing emergency contacts list, nappies, wipes and blankets, etc.)
- Telephone emergency services: Dial 999 and ask for the fire service
- In the fire assembly point area – Tarmac - account for all 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.

This policy is updated at least annually in consultation with staff and/or after a fire evacuation practice and/or fire.

This policy was adopted on	**Signed on behalf of the nursery**	**Date for review**
June 15 – Sep 25		*Annually*
Sep 25	Kim Ratcliffe – Area Manager	*Sep 26*
	K Ratcliffe	*Sep 27*