**Fire policy and procedure**

f

o

u

n

d

a

t

i

o

n

y

e

a

r

s

n

u

r

s

e

r

i

e

s

The nursery has a clear and regularly rehearsed fire evacuation procedure, which is familiar to both staff and to children, and is clearly displayed throughout the building. The nursery meets the requirements set by the Fire Safety Service, and will have annual risk assessments carried out by a Fire Officer.

All fire points are clearly labelled and adequate fire extinguishers and fire blankets are available at identified points around the premises, and inspected annually by an appointed professional.

All staff will assist in the evacuation of the children, and staff will under no circumstances re-enter the building once evacuated.

**The following procedure must be used:**

• In the event of discovering a fire, the alarm must be raised by a staff member by

pushing the button at one of the call points.

• In the event of failure of the Nursery’s fire alarm system all staff will be notified

Immediately and if discovering fire they must raise the alarm using the whistle in the

hall next to the fire call point.

Upon hearing the whistle each room should use their own to spread the alarm before evacuating. The most senior member of staff will then call 999 to alert the fire service. Any problems with the system will be reported immediately to the Nursery Manager.

• Upon hearing the alarm, the priority of staff in the event of fire is to make sure that all children are escorted off the premises. Staff are expected to assist with this regardless of their activity at the time (including lunch breaks).

• The children must be calmly gathered together by staff. Small babies must be placed in evacuation cots, or pre-planned arrangements for the evacuation of babies will be put into action.

• The most senior member of staff must collect the evacuation pack (kept in the bottom locker in the office) which includes emergency contacts, first aid kit & mobile phone and keys for the gates.

They will then check all rooms, toilets, and potential ‘hiding places’ while closing

windows and doors as they exit the building.

• A member of staff in each room must collect the children’s sign in sheet/register and

bring this to the assembly point.

• The children must be taken out of the building using the nearest exit, which includes doors to any outdoor play area.

• Staff must escort the children to the pre-arranged assembly point in the car park. Accessed through two locked gates in the outdoor play areas.

• The chef and any other staff or visitors leave the building; assisting others where

necessary. Staff that are covering in rooms must help evacuate the room they are in at the time.

• Staff & children must be marked off on their room register once at the assembly point by the most senior member of staff.

• If it is not safe to re- enter the nursery, the children will be taken …………………

• Children must be comforted until it is safe enough to return to the building or until

Parents/Carers arrive.

• Staff will at all times follow this procedure unless directed differently by the Nursery’s Manager , health & safety officer or a member of the fire service.

• In the event of the main lighting and emergency lighting failing, there is a torch stationed in the office for use when exiting the building.

• Any children/adults with a sensory impairment or a special need that use/work in the nursery will have guidance for their evacuation needs written into the individual educational plans (IEPs)/ personnel files and all staff will be made aware of these.

All drills will be recorded in the Fire Log Book held in the office and any issues arising must be dealt with immediately. The Manager is responsible for ensuring that the daily register is kept up to date, and each room senior must ensure that children must be signed in and out by staff on their room register. All staff must sign in and out of the building throughout the day and visitors must be asked to sign in and out in the book at reception.

These steps are designed to ensure that, in the event of an emergency, a full record is at hand of all people in the building, and we can therefore check that everyone in the building has been evacuated.

If you have any concerns regarding this policy please discuss them with the manager.