



## Fire Safety Policy

### AIMS

The Fire Wardens have overall responsibility for the fire drill and evacuation procedures.

These should be 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 to ensure evacuations are possible under different circumstances.

There is always at least one fire warden in attendance at the nursery at any time. All staff are fire safety trained.

### **Registration**

- An accurate record of all staff and children present in the building is kept at all times and children/staff are 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**

- Children's health and wellbeing is of utmost importance for the children in our care
- Smoking has proved to be a health risk and in accordance with childcare legislation, the nursery/pre-school operates a strict no smoking policy within its building and grounds
- Parents are respectfully asked to abstain from smoking whilst on the premises. This rule also applies to staff, students, carers and visitors etc
- Staff accompanying children outside the nursery/pre-school are not permitted to smoke eg. Whilst on an outing
- Parents joining us on outings are requested not to smoke during this time also.

## **Fire Drill Procedure**

On discovering a fire:

1. **CALMLY** raise the alarm by blowing the whistle/ringing the bell/breaking the alarm glass
2. Immediately evacuate the building under guidance from the manager
3. All personnel with a PEEP (Personal Emergency Evacuation Plan) will be supported by a staff member and the necessary procedure followed for them as detailed in their PEEP.
4. Using the nearest exit lead the children out, assemble at HARCOURT PRIMARY SCHOOL KEY STAGE 1 PLAYGROUND.
5. Manager or Deputy Manager to check all rooms, toilets, corners, etc
6. Close all doors behind you

The manager/fire warden is to:

1. Pick up the children's register, emergency contacts list, mobile phone and visitor book
2. Telephone emergency services: dial 999 and ask for the fire service
3. In a safe place clear of the building – check the children against the register
4. Account for all adults

- Do not try 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

**Advise the fire service if anyone is missing**

**This policy was reviewed and adopted on: 18<sup>th</sup> March 2020**

**This policy will be reviewed on: 1st April 2021**