

Fire Safety

EYFS:3.54, 3.55, 3.56

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

The fire safety officer makes sure the nursery premises are compliant with fire safety regulations, including following any major changes or alterations to the premises and seeks advice from the local fire safety officer as necessary. The fire safety officer holds appropriate training and qualification.

The fire safety officer 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 fire safety officer/manager checks fire detection and control equipment and fire exits in line with the timescales in the checklist below.

Fire safety officer (FSO): Orsolya Majoros/Jenna Thomas

Fire checklist

	Who checks	How often	Location
Escape route/fire exits (all fire exits must be clearly identifiable)	FSO/Manager/all staff	Daily risk assessment	Daily risk assessment book
Emergency lighting	FSO/Manager/all staff	Daily risk assessment	Daily risk assessment book
Fire extinguishers and blankets	FSO/Manager/deputy	Termly	In the kitchen on the wall In main area, next to ICT table In the foyer opposite to adult toilets
Evacuation pack	FSO/Manager/deputy	termly	Next to the register

Smoke/heat alarms	FSO/Manager/deputy	termly	In the kitchen In the main room In the foyer
Fire alarms	FSO/Manager/duputy	annually	In the office In the main room next to the garden door and next to the sleep area In the foyer opposite to adult toilets
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	FSO/Manager/ staff	all Daily assessment	risk Daily risk assessment book

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/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 ringing the bell and shouting Fire! Fire! Or Pressing the Fire Alarm Buttons in real time scenario
- Immediately evacuate the building under guidance from the manager on duty
- Using the nearest accessible exit lead the children out, assemble at **ASDA Visitors Entrance**
- 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.



The FSO/manager is to:

- Pick up the children's register, staff register, mobile phone, keys, visitor book and fire bag/evacuation pack (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 – ASDA Visitors Entrance 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.

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