



## Fire Safety

EYFS: 3.54, 3.55, 3.56

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

The manager, Hollie Walker 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 manager has overall responsibility for the fire drill and evacuation procedures. These are carried out and recorded for each group of children every term 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 caretaker 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)	Manager/Deputy/Caretaker	Daily	Kitchen, Day Care Corridor, Cloak room, Staff room and Day Care Rooms
Fire extinguishers and blankets	Caretaker / Firepoint	Monthly / annually	Kitchen, Day Care Corridor, Cloak room, Staff room and Rabbits
Evacuation pack	Deputy/Room Staff	Monthly / When used	Day Care Rooms
Smoke/heat alarms	Caretaker/ADT	Monthly/ 6 months	Kitchen, Day Care Corridor, Cloak room, Staff room and Day Care Rooms



Fire alarms	Caretaker/ADT	Weekly / 6 months	Kitchen, Day Care Corridor, Cloak room, Staff room and Day Care Rooms
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	Manager/Deputy/Caretaker	Daily	Kitchen, Day Care Corridor, Cloak room, Staff room and Day Care Rooms

### **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 at **The Plantation**
- Close all doors behind you wherever possible
- **Use evacuation cots in Rabbits where appropriate**
- 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.

#### **In the event of a fire:**



- All day care staff will escort the children to the evacuation point. Taking with them the register; emergency contacts/tablet and fire evacuation bag.
- Staff not in the day care rooms will leave by the nearest emergency exit and meet at the evacuation point in the plantation.
- Each room must report to management/senior member of staff once headcount is complete.
- Admin will make their way to the front of the building to assist in meeting the fire brigade.

### **Key Responsibilities:**

- 7am-3pm Caretaker to call the Fire Brigade and School admin to take registers to evacuation point.
- 3pm-6.30pm Cleaner in charge to call the Fire Brigade.
- Millers Dene Admin to have radio and school admin to have radio. (When both Millers dene and School are present both sets of radios to be present at front of building and fire evacuation point)

### **School Holidays**

#### **Key Responsibilities:**

Millers Dene admin to call the Fire Brigade if the Caretaker/ Cleaner in Charge aren't present and remain at the front of the building.

#### **Variations:**

If in the instance admin staff are absent the Day Care Manager will go out the front of the building.

If in the instance admin staff and the Deputy or the Day Care Manager is not on site a radio will be placed in the Squirrels or Rabbits for a senior member of staff to communicate with management at the front of the building.

The manager is to:

- Pick up the emergency contacts, staff register, mobile phone, keys, visitor book
- Telephone emergency services: dial 999 and ask for the fire service (this will be the caretaker/cleaner in charge responsibility unless not present)
- In the fire assembly point area – The Plantation, 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 was adopted on	Signed on behalf of the nursery	Date for review
26/01/2023	C.wardle	26/01/2024