FIRE SAFETY POLICY

Purpose
To ensure the safety of all children, staff, and visitors by maintaining effective fire prevention, detection, and evacuation procedures.

Fire Safety Responsibilities

- **Fire Safety Lead:** Emma Middleton
- **All call points tested monthly:** Carol Bailey and Emma Middleton

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Fire Safety Equipment

- **Fire Alarm:** Installed with emergency call points.
- **Break Glass Call Points:** Located at every fire exit.
- **Fire Extinguishers:**
    - Main entrance hall
    - Opposite Blossom Room door
    - In between Apples and Pears Room
    - Outside kitchen door

Fire Prevention Measures

Standard precautions to reduce fire risk:

- Do not place items on top of or too close to heaters.
- Regularly monitor radiator heat settings.
- Regularly check electrical equipment (vacuum cleaner, CD player, kitchen appliances) for wear or damage.
- Annual/ monthly professional checks of all electrical equipment.
- Switch off lights at the end of the day.

Evacuation Procedures

Prime Importance: The safety of children and adults.

On Discovering a Fire:

- Follow the **Fire and Emergency Evacuation Plan**.

On Hearing the Fire Alarm:

- Follow the **Evacuation Procedure** and escape routes displayed in each room.

Staff Responsibilities:

- All staff are trained during induction on:
  - Evacuation procedures
  - Use of emergency call points
  - Use of fire extinguishers
- Training is refreshed at regular staff meetings.
- Evacuation procedures and exit routes are re-evaluated when necessary (e.g., during building work).

Evacuation Rules:

- Leave the building immediately, walking calmly.
- Do not stop to collect bags, coats, or personal belongings.
- Follow the escape routes for your room.
- Assemble at the **MUGA (Multi-Use Games Area)** near the school field.
- During whole-school evacuations, follow the school fire officer's instructions.

Roll Call:

- Conduct a head count and call the register for all children and adults.
- If anyone is missing:
  - Two staff members remain with the children.
  - Other staff search the grounds for missing persons.
  - Do **not** re-enter the building — inform the fire brigade immediately.

Baby Room Evacuation

- One extra staff member to assist with non-ambulant children.
- Use evacuation cot for up to six children, with one staff member pushing.
- Three staff members to carry one child each to the evacuation point.

Fire Drills

- Held at least **once every six weeks**.
- Conducted on different days of the week and at different times (morning and afternoon).
- Record each drill, noting:
  - Date and time
  - Number of adults and children present
  - Evacuation time
  - Any issues requiring attention

FIRE SAFETY POLICY

Serious Fire or Bomb Scare

- Evacuate the nursery and assemble on the school field along the fenced pond area.
- Walk to **Great Oaks Nursing Home**.
- Follow the **Off-Site Evacuation Policy**.

Fire Drill Organisation

- **Responsible Person:** Manager or Deputy Manager.

Signed on behalf of the nursery.....Emma Middleton ,,,, Date:… August 2026