



Furzehill Childcare Centre

Fire Safety

EYFS: 3.55, 3.56, 3.57

At Furzehill Childcare Centre we take reasonable steps to ensure the safety of children, staff and others on the nursery premises in the case of a fire or other emergency through our fire safety policy and emergency evacuation procedures.

The manager/designated fire marshal is Lucy Coleman

We ensure the nursery premises are compliant with fire safety regulations, including following any major changes or alterations to the premises. The manager/designated fire marshal ensures we have all the appropriate fire detection and control equipment (e.g. fire alarms, smoke detectors, fire blankets and/or fire extinguishers) and are in working order.

They also have 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 are planned to 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.

All staff receive fire safety and evacuation training (including as part of induction) to help them understand their roles and responsibilities. This includes the steps they must take to ensure the safety of children, for example keeping fire doors free from obstruction, how to safely evacuate the children and where the evacuation meeting point is situated. Each room has a specific evacuation plan, which includes information such as evacuating non-mobile babies and using alternative exits depending on where the fire may be situated.

The manager/designated fire marshal checks fire detection and control equipment and fire exits in line with the timescales within the checklist below.

A deputy fire marshal is appointed to oversee this role when the fire marshal is absent.

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 is kept in the visitor's book. These records are 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.



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Fire drill procedure

On discovering a fire or hearing the alarm, take the following action:

- The nominated person to collect keys, phone and registers and wait by the fire exit.
- All staff to evacuate the children and adults present using the most appropriate exit route (identified by the nominated person).
- The named member of staff to check the building when everyone has been evacuated to ensure that everyone (children and adults) are out and accounted for.
- All staff to escort the children to the meeting point situated on the school field/PLAYGROUND and report to the head teacher/fire officer.
- The nominated member of staff will carry out a head count once all the children and adults have been evacuated.
- Extra staff will be deployed to the baby room to help with the evacuation of children unable to walk.
- If you are in the hall or school evacuate following the schools procedure and meet up on the school field.
- All evacuations must be recorded in the log

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 manager/nominated person is to:

- Pick up the children's register, where applicable, staff register, nursery mobile/phone, keys and visitor book
- Telephone emergency services: dial 999 and ask for the fire service
- In the fire assembly point area – (on the school playground) 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
11 th March 2022	L. Coleman	11 th March 2023
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