



## **Fire safety Policy**

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

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

The manager 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 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.

### **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 visitors book. These records must be taken out along with the register along 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 discovery a fire:

- \* Calmly raise the alarm by pressing the button on the alarm outside the baby unit or the Pre-school unit.
- \* Immediately evacuate the building under guidance from management
- \* Using the nearest accessible exit lead the children out, assemble at front carpark
- \* Close all doors behind you wherever possible and you take registers with you.
- \* Children upstairs are lead calmly down the stairs and exited through the nearest fire exit. We will assemble on the front carpark. Register will then be taken when gathered outside.
- \* Babies, Toddlers and Lower Tweenies will exit through the fire doors in the rooms and meet on the front carpark if these doors are blocked due to fire then they will use the windows in the back room which lead onto the carpark and staff will pass the children to another member of staff on the carpark.
- \* 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 child 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
- \* Keep the children calm and together
- \* Wherever possible alert the manager of your location and identity of the children and other adults with you

The manager is to:

- \* Pick up the children's register, staff register, phone, and keys
- \* Telephone emergency services: dial 999 and ask for fire service
- \* In the fire assembly point area- front car park check 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.

<b>This Policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
06/10/14	Kelly Newlove	06/10/15