

HARVEY ROAD DAY NURSERY LIMITED



FIRE SAFETY POLICY

EYFS: 3.54, 3.55, 3.56

At Harvey Road 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 manager 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*, the designated fire marshal 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 *manager*/HHS 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)	Staff/Manager at the start of the day	Daily	Nursery
Fire extinguishers and blankets	Chubb	Annually	
Evacuation pack	Manager	Termly	Garden
Smoke/heat alarms	HHS	Annually	
Fire alarms	HHS	Weekly	
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	Caretaker Manager	Termly	All areas

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 contact list in the event of a fire.

No smoking policy

The nursery operates a strict no smoking policy – please see this separate policy 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 your named area in the garden.
- 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 team leader is to:

- Pick up the children’s register, staff register, mobile phone, keys.
- Telephone emergency services: dial 999 and ask for the fire service.
- In the fire assembly point area – back of the garden, check the children against the register
- Account for all adults: staff and visitors.
- Advise the fire service of anyone missing and possible locations 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
February 2024	Suzanne Baldry - Manager	February 2025