



Fire Safety Policy

- The Fire Safety Officer and staff are familiar with the requirements of the Regulatory Reform (Fire Safety) Order 2005 which came into force in October 2006 and replaced any previous fire safety regulations.
- The Fire Safety Officer for the nursery is Hayley Barber
- The nursery uses Firewatch South West Limited, as its regular contractor for equipment, advice and training in relation to Fire Safety and Fire Protection issues
- Regular training is carried out in the use of fire extinguishers
- Fire doors are clearly marked, never obstructed and easily opened from the inside
- A written fire risk assessment is maintained and reviewed regularly. Daily health and safety checks are carried out to ensure that any new hazards are identified and addressed as quickly as possible. All risk assessment issues are reviewed at weekly manager's meetings.
- All electrical equipment at the nursery is PAT tested annually and regularly checked for signs of damage or wear and tear. The nursery uses a number of regular contractors for repairs and maintenance, including emergency repairs.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked regularly, as specified by the manufacturer
- Our emergency evacuation procedures are approved and reviewed by the Fire Safety Officer and the management team at the nursery. They are clearly displayed in the premises, explained to new members of staff, volunteers and parents, practiced regularly at least once every six weeks.
- Records are kept of fire drills and the servicing of fire safety equipment.
- Staff review fire drills and make any necessary changes to staffing, procedures or any other aspect of the operation of the nursery, that might be required as a result





Fire Safety Procedure

In the event of a fire, or where there is a risk of fire, all staff must be aware of the following:

IF YOU DISCOVER A FIRE

1. Immediately raise the alarm
2. Leave the building, assisting with the evacuation of the children.
3. **DO NOT** stop to collect personal belongings. **DO NOT** re-enter the building until told to do so by the Fire Service

ON HEARING THE FIRE ALARM

1. The supernumerary member of staff present that session, will immediately move to the Baby room.
2. Evacuate the children using the nearest fire exit without delay. Proceed to the assembly point at the Farm House courtyard unless this is assessed to be unsafe by the Fire Safety Officer.
3. If there is sufficient time, the Fire Safety Officer will check to ensure that no-one has been left in the building and collect the nursery telephone, registration records and registers and take these to the evacuation point.
4. The Fire Safety Officer, Hayley Barber, or her deputy will assume responsibility immediately
5. The Fire safety officer will delegate a member of staff to contact the emergency services and give the nursery address clearly
6. The Fire safety officer will ensure that all children are safe from all danger and will then take the register
7. The Fire safety officer will assess the situation and if necessary, will designate a member of staff to begin contacting parents to collect their children
8. The Fire safety officer will be responsible for determining when it is safe to return to the nursery.

Fire Safety Officer Responsibilities

- To check that all fire exits remain free from obstructions at all times
- To draw up fire safety and fire evacuation procedures for all three rooms and to ensure that these procedures are regularly reviewed and updated
- To work closely with the delegated member of staff responsible for fire safety in the baby room in reviewing, monitoring and updating procedures
- To delegate responsibilities to another member of staff in the event of a planned absence
- To bring any urgent concerns to the attention of the manager and to advise on necessary action, including whether sessions should go ahead
- To undertake regular staff training on all aspects of fire safety and procedures at nursery
- To maintain the fire safety log and to ensure regular inspections are made of all fire detection and control equipment and fire safety procedures at nursery
- to undertake regular personal training in all aspects of fire safety policies and procedures and to ensure these are implemented at nursery
- To ensure that fire drills are held frequently and that issues arising from any drills are noted and action taken
- To ensure that the register, registration documents, fire log and mobile telephone are kept in an accessible place familiar to all staff
- To ensure that adequate fire notices are displayed, identifying fire exits, fire safety equipment and explaining procedures for evacuation In the event of a fire
- To ensure that parents and carers are made aware of fire safety procedures and that any concerns raised by parents are addressed.