



5D. Fire safety

England: EYFS
3.54, 3.55

At Rope Green farm 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 designated fire marshal Lauren Mattless 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 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 substantial change occurs, e.g. a large intake of children or a new member of staff joins the nursery. These drills will occur at various 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 designated fire marshal 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)	Chris Dodd	Weekly	In every room
Fire extinguishers and blankets	Chris Dodd	Monthly	Main Build & Pre-school
Evacuation pack	All staff in the area	Monthly	Disabled toilet
Smoke/heat alarms	Chris Dodd	Weekly	
Fire alarms	Lauren Mattless & Chris Dodd	6 weekly	In main build & Pre-school
Silent break glass alarm test		Weekly	



Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	Lauren Mattless & Chris Dodd	Daily	In main build & Pre-school
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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 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 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 on the grass verge on the parent's car park
- Close all doors behind you wherever possible
- Babies will be placed in evacuation cots and wheeled out by baby room members of staff
- 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 in each area is to:

- Pick up the children's register evacuation pack (containing emergency contacts list, nappies, wipes and blankets)

The Manager is to:

- Pick up the visitors register, mobile phone & keys
- Telephone emergency services: dial 999 and ask for the fire service
- In the fire assembly point area – Grass verge on parents car park, 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
07/04/2014	S Williams	07/04/2015
07/04/2015	S Williams	07/04/2016
02/12/2015	A Davenport	02/06/2016
Reviewed 15/08/2016	A Davenport	01/02/2017
01/02/2017	A Davenport	01/08/2017
01/08/2017	L Davies	01/10/2017
01/10/2017	L Davies	01/10/2018
Reviewed 08/02/2018	B Green	08/02/2019
15/04/2019	A Davenport	15/04/2020