



Happy Bunnies Nursery

Fire Safety Policy

September 2017

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Position.....

Date.....

Internal use only

Date of review	Author	Date for next review
September 2019	Gemma Linton	September 2020

Fire Safety Policy

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

The Nursery Manager (Gemma Linton) 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 Nursery Manager has overall responsibility for the fire drill and evacuation procedures. The nursery will appoint a senior member staff to step into this role during the Managers absence. 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 Nursery Manager 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)	Gemma Linton	Weekly	Front Entrance Rear entrance Toddler room
Fire extinguishers and blankets	Gemma Linton	Weekly	All Nursery Rooms including kitchen and staff areas
Evacuation packs in each room	Gemma Linton	Weekly	Baby, Toddler and Pre-school rooms

Smoke/heat alarms	Gemma Linton	Weekly	All rooms including kitchen and staff room
Fire alarms	Gemma Linton	Weekly	Baby room Pre-school room Toddler room
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	All staff during opening/closing checks	Daily	Front entrance Rear exit Toddler room

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

Fire drill procedure

On discovering a fire:

- Calmly raise the alarm by pressing the call point. Call points are located at every fire exit.
- Immediately evacuate the building under guidance from the Nursery manager/Senior staff member in charge
- Using the nearest accessible exit lead the children out, assemble at
- Close all doors behind you wherever possible
- Babies are to use the evacuation cot located in the baby room to transport children to the fire assembly point. ALL babies are to be placed inside the evacuation cot and NOT to be carried in arms.
- Please refer to the personal evacuation plan located in each specific room for children who will require one-to-one assistance (E.g., wheelchair users)
- 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.

Appointed fire marshals for each room are to:

- Pick up the children's register, staff register, and fire bag/evacuation pack (containing emergency contacts list, nappies, wipes and blankets)
- In the fire assembly point area, check the children against the register
- Account for all children and staff working within their room.
- Advise the fire service of anyone missing and possible locations and respond to any other questions they may have.

The Nursery Manager/ Appointed member of staff in Managers absence are to

- Pick up the staff register, visitors log book, mobile/portable telephone and keys
- In the fire assembly point area, check the staff children against the register
- Account for all children and staff working within their room.
- Advise the fire service of anyone missing and possible locations and respond to any other questions they may have.
- Ensure all relevant reports and documentation is completed and logged.

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.
- Only return to the building when it is advised as safe to do so following the advice of the Emergency Services.