



Fire Safety

EYFS:3.64, 3.65,

At **Milnrow pre-school CIC**, we ensure the nursery is a safe environment for children, parents, staff and visitors through our fire safety policy and procedures.

The designated head fire marshal **Kelly Woodrup and deputy Louise Holden** make sure the nursery premises comply with fire safety regulations, including following any major changes or alterations to the premises and seek advice from the local fire safety officer as necessary.

The manager/head 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 term or as and when a large change occurs, e.g., a large intake of children or a new member of staff joins the pre-school. 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/head or designated fire marshals 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)	Kelly/Louise	Morning and evening	Front and back doors, main room, conservatory
Fire extinguishers and blankets	Target	Thes are checked by target yearly.	Kitchen, outside the kitchen door, far fire exit (construction area)
Evacuation pack	Kelly/Louise	Monthly	office
Smoke alarms	Kelly	Four times a year	Main room
Fire alarms	Kelly	Four times a year	Main room
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	Kelly/Louise	Morning and evening	Small world/ outside bathroom area conservatory door.

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 using the rotary handbell.
- Immediately evacuate the building under guidance from the manager/fire marshals
- Using the nearest accessible exit lead the children out, and assemble at **carpark**
- Staff near snack/Mark-making area to check sensory room and close and lock the door to outdoor (side) area to stop any children re-entering the building.
- Manager/deputy to take evacuation bag (hung on the black shelves in the office), mobile and landline phone, register and visitor's book.
- Whoever is in the office to check and close kitchen door, staff toilet door, office door and children's toilet door.
- **Ensure there is an assigned member of staff for evacuating children or adults with additional or mobility difficulties.**
- 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.

The manager/fire marshal/team leader is to:

- Pick up the children's register, staff register, mobile phone, keys, visitor book and fire bag/evacuation pack (containing emergency contacts list, nappies, wipes and blankets)
- Telephone emergency services: dial 999 and ask for the fire service
- In the fire assembly point area –**car park** checks 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
'Feb 25'	Staff to sign the policy documents	'Feb 26'