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26. Fire Safety

At Sunshine Children's Centre we make sure the nursery is a safe environment for children, parents, staff and visitors through our fire safety policy and procedures.

The manager, Lisa Broomfield, makes sure the nursery premises are compliant with fire safety regulations and seeks advice from the local fire safety officer as necessary, including following any major changes or alterations to the premises.

The manager 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 checks fire detection and control equipment and fire exits in line with the timescales in the checklist below.

	Who checks	How often	Recorded
Escape route/fire exits (all fire exits must be clearly identifiable)	Manager or staff member opening the building	Every morning prior to opening	On the Building Opening Safety Check sheet

Fire extinguishers and blankets	Manager or staff member opening the building	Every morning prior to opening	On the Building Opening Safety Check sheet
Emergency Lighting	Manager or staff member when opening the building	Weekly	On the Building Opening Safety Check sheet
Evacuation pack	Senior Room Staff	Weekly	Room check sheets
Smoke/heat alarms	Electricians	Twice per year (fire warning panel checked daily)	Fire safety log book
Fire alarms	Manager	Weekly	Fire safety log book
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	Manager or staff member opening the building	Every morning prior to opening	On the Building Opening Safety Check sheet

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 on the nearest alarm.
- Immediately evacuate the building using a fire route exit, taking registers with you.

- Room supervisor/senior staff to check toilets and awaken sleeping children.
- Close all doors behind you wherever possible.
- Do not stop to collect personal belongings on evacuating the building.
- Collect visitors book and fire action plan folder if you are in the office. **DO NOT RE-ENTER THE BUILDING TO COLLECT THESE.**
- Assemble at the courtyard near nature garden.
- Check with Room Supervisors that all children and visitors are accounted for.
- 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.
- It is the responsibility of the centre manager/deputy or nominated person to telephone the Fire Brigade by dialling 999.
- Wait for emergency services and report any unaccounted persons to the fire service/police.
- Do not re-enter the building until the manager/fire brigade informs that it is safe to enter the building.

Non-walkers procedure

- All non-walkers to be placed in the evacuation cot (located in the Caterpillar room) and evacuated.

Individual Children

Some children may need a Personal Evacuation Plan. This will be completed when it is decided that evacuating them may need extra planning

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 identity of the children and other adults with you.

The manager/room supervisor is to:

- Pick up the children's register, staff register, 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 – courtyard near nature 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 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
2/6/21		2/6/22