



# Heaven Sent Day Nursery

## Fire Safety Policy

Approved by *Governors*:  
Review date:

September 2018  
September 2020

At **Heaven Sent 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 manager and health and safety leader at St Francis' Catholic Primary School 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 authority lead on fire safety as necessary.

The manager and health and safety leader at St Francis' Catholic Primary School 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 join 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 and site supervisor at St Francis' Catholic Primary School 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)                          |            |           |          |
| Fire extinguishers and blankets  |            |           |          |
| Evacuation pack  |            |           |          |
| Smoke/heat alarms  |            |           |          |
| Fire alarms  |            |           |          |
| Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside |            |           |          |

**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 (located in the main school office). 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/ designated fire marshal
- Using the nearest accessible exit lead the children out, assemble at
- Close all doors behind you wherever possible
- 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 Head Teacher or Lead Assistant Headteacher in her absence.

If you are unable to evacuate safely:

- Move the bottom of the Nursery field
- 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 manager/ designated fire marshal is to:

- Pick up the children's register, mobile phone, keys and fire bag/evacuation pack (containing emergency contacts list, nappies, wipes and blankets)
- Liaise with Newham Security Service (our 24 hour monitoring service) dial 0203 373 2394 and speak to the Duty Officer
- In the fire assembly point area (the KS1 playground) - 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 |
|----------------------------|---------------------------------|-----------------|
|                            |                                 |                 |