



Fire Safety

- The nursery will ensure that there are adequate fire extinguishers, and fire blankets in accordance with the fire safety guidelines.
- There are five emergency exits in the nursery, which are clearly marked as FIRE EXIT. These are located in the Caterpillar Room, Ladybird Room, Butterfly Room, Bee Room and main front entrance.
- These areas will remain unobstructed at all times.
- Fire drills will be held every term, or more often if there is a higher percentage of part time children or staff.
- A record of the fire drill will be kept detailing the date, time, and duration, and any amendments that may need to be made.
- Clear instructions for drills will be displayed near all exits.
- Firefighting equipment will be serviced regularly, as laid down by the manufacturers.
- It is essential that all staff know the fire drill procedures and will act accordingly, staff will have training in how to operate the equipment.
- All nursery furniture will comply with the relevant British Safety Standards.

Fire Prevention

The Nursery will take all steps possible to prevent fires occurring. As such, the manager and the staff team are responsible for:

- Ensuring that power points are not overloaded with adaptors.
- Ensuring that the Nursery's Smoking, Alcohol and Drugs Policy is always observed.
- Checking for frayed or trailing wires.
- Checking that fuses are replaced safely.
- Switching all equipment off before leaving the premises.
- Storing any potentially flammable materials safely.

The Management Team will explain fire safety procedures to new staff, students and volunteers, as part of the induction process.

In the event of a fire

A member of staff will raise the alarm immediately and the co-managers/deputy will designate a member of staff to contact the emergency services and meet them on their arrival.

All children will immediately be escorted out of the building by all staff and to the assembly point using the nearest marked exit. No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.

On exiting the building the **room leader** of each room will collect the register. The registers will be taken and all children, staff and visitors accounted for. If any person is missing from the register, the emergency services will be informed immediately. A member of staff for each room will be allocated for checking the room, toilets etc., to make sure there are no stray children left in the building.

If for any reason the designated fire safety officer is absent at the time of an incident, the manager/deputy will assume responsibility or nominate a replacement member of staff.

Ofsted will be notified about any significant changes or events.

The Nursery's designated Fire Officer are the co-managers. In the co-managers absence, the designated Fire Officer would be the Deputy manager.

This policy was adopted by Westlands Nursery and will be reviewed by September 2017.