Fire Safety

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

The manager Carol Dearn 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 Health and Safety Persons within the setting **Keeley Johnson and Jodie Card** has overall responsibility for the fire drill and evacuation procedures. These are carried out and recorded for each group of children every 3 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 Health and Safety Person checks fire detection and control equipment and fire exits in line with the timescales in the checklist below. The actual checks, fire drills, risk assessments and list of actions, are filled in the Health and Safety/ Risk Assessment file in the office.

Fire checklist

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|  | Who checks | How often | Location |
| Escape route/fire exits (all fire exits must be clearly identifiable) | Keeley Johnson and Jodie Card | Daily | sign posted route |
| Fire extinguishers and blankets | Keeley Johnson and Jodie Card | monthly | Staff room, office, entrance, Pre-school, Babyroom, cloak room O2, utility room and kitchen |
| Evacuation pack | Carol Dearn | monthly | office |
| Smoke/heat alarms | Keeley Johnson and Jodie Card | monthly | every room |
| Fire alarms | Keeley Johnson and Jodie Card | Weekly | Bell in main area |
| Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside | Keeley Johnson and Jodie Card  Plus all staff | daily | Utility room and kitchen door; all fire exits are free |

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 ringing the bell
* Immediately evacuate the building under guidance from the Health and Safety Person
* Using the nearest accessible exit lead the children out, assemble at the metal fence running along the garden on Chaucer Road
* Close all doors behind you wherever possible
* ***Babies are pushed out in their prams***
* ***Adults or children in wheelchairs or with physical impairments, will be guided out by staff***
* 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.

The manager and Health & Safety Person 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 along the metal fence on Chaucer Road, 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.
* Thereafter, follow the Evacuation policy

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.**

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| --- | --- | --- |
| **This Policy was adopted on:** | **Signed on behalf of the nursery:** | **Date of Review:** |
| *June 23* | *Carol Dearn* | *June 24* |
|  | **Signed on behalf of the Committee** |  |
|  | *Tiaura Narbonne* |  |