



## Fire Safety

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**Our Nursery understands the importance of vigilance to fire safety hazards. The Nursery has an up to date fire certificate and notices explaining the fire procedures which are positioned next to every fire exit. All staff, students, volunteers and children are aware of the fire safety procedures set out in this policy.**

All staff are aware of the location of all fire exits, the fire assembly point and where fire safety equipment is stored. Particular attention is paid to distinguishing between the various types of fire extinguisher and their methods of operation. (Refer to website [www.hse.gov.uk](http://www.hse.gov.uk))

Children will be made aware of the fire safety procedures during their settling in period and on regular occasions from then on. All children will be made aware of the location of fire exits and the fire assembly point.

Fire doors and fire exits are clearly marked, are not obstructed at any times, and are easily opened from the inside.

Fire exits are kept closed at all times but never locked, during the session. Fire extinguishers and fire alarm systems are regularly tested in accordance with manufacturers' guidance.

The Committee will appoint a designated Fire Safety Officer who will be responsible for arranging fire drills and tests. Fire drills will take place full termly with Horspath School and will hold fire drills without prior warning and the frequency will be identified in the Nursery's 'Fire Risk Assessment.'

All fire drills, fire incidents and equipment checks will be recorded.

### 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.
- Storing any potentially flammable materials safely.

- Ensuring all waste is removed daily.

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

### **In the event of a fire**

1. On hearing the alarm or when the smoke detector is set off, all children must stop whatever they are doing and calmly make their way to the Fire Exit in the main room.
2. The deputy will be waiting for the children by the exit. Any PEEP staff or children need to be at the front of the line.
3. The Responsible person is to collect the phone and Emergency pack. Call 999 and inform the Primary School.
4. The responsible person is to collect the register.
5. The responsible person to do the final check of the toilet area and main room and to close all doors.
6. The responsible person will lead everyone out to the assembly point – the school playing field next to the play equipment.
7. The register will be taken.
8. Once we have received the all clear from the responsible person, the fire marshal will calmly lead the children back into the nursery.
9. The responsible person must record the fire drill in the Fire Safety Log Book, Register and diary.

We have discussed the fire procedure with the Primary School. The School alarm will also go off. They will inform us if they are planning a fire practice. The Nursery gate is only locked when a member of staff is outside with the children. The key is hung at the side of the building close to the gate. The last person outside is responsible for unlocking the gate at the end of outside time.

Smoke and Carbon Monoxide detectors will be checked regularly.

Fire drills are carried out termly.

Fire equipment is checked annually by Chubb – recorded in the Fire Safety Log Book.

**Critical and Emergency Plan- in the case of an actual fire**

The Fire Marshal to talk to the Fire Fighters on arrival:

- 1. All Clear?
- 2. Where is the fire?
- 3. What is on fire?

All members of staff are to escort the children to the Village Hall. We have the code to access the hall in the Emergency records folder.

Deputy Manager is to call all parents to inform them of the situation and to collect their children immediately.

If a parent or guardian cannot be contacted 2 staff members will remain in the village hall with the child.

Designated Fire Marshal & Deputy Manager: Chelsea Gale  
Fire Responsible Person: Joanne Horne

The Nursery also has a lockdown procedure in place in the event of an emergency situation.

Signed on behalf of the Management Committee:

..... Chairperson

This policy was updated by the Manager and staff and will be updated annually.  
Next due to be updated: September 2020

“Horspath Nursery is committed to safeguarding and promoting the welfare of children, families and staff at all times.”