



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

Covid-19 amendment

Fire assembly point will be the small car park. Each group should remain 2 meters apart where reasonably practicable.

The Business Manager Clare Wyatt 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 Business Manager has overall responsibility for the fire drill and evacuation procedures. These are carried out and recorded for each group of children every term 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 Business Manager checks fire detection and control equipment and fire exits in line with the timescales in the checklist below.

Escape route/fire exits (fire exits must be clearly identifiable)	Business Manager	Weekly
	Room staff	Daily
Fire extinguishers and blankets	Business Manager	Monthly
Smoke/heat alarms	Business Manager	Monthly
Fire alarms	Business Manager	Weekly
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	Room staff	Daily

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.

Fire drill procedure

On discovering a fire:

- Calmly raise the alarm by ringing the bell
- Immediately evacuate the building
- Using the nearest accessible exit lead the children out, assemble at the fire assembly point in the drop off area car park
- Close all doors behind you wherever possible
- Wherever possible any staff working in the main building (i.e. kitchen or reception) should assist day nursery staff to evacuate babies
- 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 identity of the children and other adults with you.

Room Leaders or a staff member from each room must:

- Pick up the child register, staff register and emergency contacts for their room

The manager or fire marshal is to:

- Mobile phone and visitor book
- Telephone emergency services: dial 999 and ask for the fire service
- At the fire assembly point 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.**