



# Caldecote Day Nursery



## Fire Safety Policy

### EYFS: 3.54, 3.55, 3.56

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

The manager 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 manager 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 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 manager 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)	All staff	Twice daily	Various
Fire extinguishers and blankets	Pamela Sheppard	Weekly	Various
	Life & Building Protection Services	Annually	Various
Evacuation pack	Pamela Sheppard	Weekly	Office
Smoke/heat alarms	Pamela Sheppard	Weekly	Various
	Life & Building Protection Services	Biannually	Various
Fire alarms	Pamela Sheppard	Weekly	Various
	Life & Building Protection Services	Biannually	Various
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	All staff	Twice daily	Various
	Life & Building Protection Services	Biannually	Various



Lancaster Road, Rugby, CV21 2QN



01788 542337



[www.caldecotedaynursery.co.uk](http://www.caldecotedaynursery.co.uk)



# Caldecote Day Nursery



## 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:

### Action to be taken in the event of discovering a fire:

1. Immediately operate nearest fire alarm call point.

### Fire Warning:

1. This will be notified by the sounders located throughout the building.
2. On hearing the alarm the Manager / Assistant Manager / Deputy Manager will call the Fire Service.
3. Simultaneously, the building will be evacuated.

### Ground Floor Building Evacuation:

1. Staff will take all children in their vicinity in a calm and orderly fashion out via their nearest available exit to the assembly point (Outside Pre-School Room in courtyard area).
2. They will also inform any contractors, visitors or members of the public to leave via the same route.
3. Anyone with an identifiable disability will be conducted out after the children have been evacuated.
4. DO NOT STOP TO COLLECT PERSONAL BELONGINGS.
5. The Manager / Assistant Manager / Deputy Manager will make sure that all rooms including the Toilet and Sluice areas have been evacuated, paying particular attention to cots where children may be sleeping.
6. The Manager / Assistant Manager / Deputy Manager will bring out the Daily Register and Visitors Book.
7. Any additional staff will assist Baby Room to evacuate and support non-walking babies.

### First Floor Building Evacuation:

1. Staff will take all children in their vicinity in a calm and orderly fashion out via the stairs leading to the ground floor assembly point (Outside Pre-School Room in courtyard area).
2. The person at the head of the stairs will ensure that the children safely negotiate the stairs by walking in front of them and leading them out to the assembly point.
3. They will collect the Daily Register on the way out and hand it to the Manager / Assistant Manager / Deputy Manager.
4. They will also inform any contractors, visitors or members of the public to leave via the same route.
5. Anyone with an identifiable disability will be conducted out after the children have been evacuated.
6. DO NOT STOP TO COLLECT PERSONAL BELONGINGS.
7. The Manager / Assistant Manager / Deputy Manager will make sure that all rooms including the Toilet and Staff Room areas have been evacuated.





# Caldecote Day Nursery



## Assembly Point:

1. The Manager / Assistant Manager / Deputy Manager will make sure that all children and staff have been evacuated safely by doing a head count and comparing the number with that in the register.
2. The Visitors book will be checked and a head count made.
3. On completion, all staff, children and visitors will remain at the assembly point until the Fire Service has arrived, the building has been checked and it is safe to return.

## Fire Brigade Liaison:

1. On arrival of the Fire Service, the Manager / Assistant Manager / Deputy Manager will provide any information required.

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 / Senior Leader 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 – outside Pre-School Room in courtyard area, 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 in	Signed on behalf of the nursery	Date for review
April 2020		April 2021

