



## Fire Safety Policy

At Smithfield House Children's Nursery, we take reasonable steps to ensure the safety of children, staff, and others on the nursery premises in the case of a fire or other emergency through our fire safety policy and emergency evacuation procedures.

The nursery management team ensure the nursery premises are compliant with fire safety regulations, including following any major changes or alterations to the premises. The designated fire marshal (**Chloe Bromley**) ensures we have all the appropriate fire detection and control equipment (e.g., fire alarms, smoke detectors, fire blankets and/or fire extinguishers) are in working order and seeks advice from the local fire safety officer as necessary.

They also have overall responsibility for the fire drill and emergency 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 are planned to occur at different times of the day and on different days of the week to ensure evacuations are possible under different circumstances and all children and staff participate in the rehearsals.

### **Two baby evacuation cots are in the main reception. An evacuation bag can be found in each room.**

All staff receive fire safety and evacuation training (including as part of the induction) to help them understand their roles and responsibilities. This includes the steps they must take to ensure the safety of children, for example keeping fire doors free from obstruction, how to safely evacuate the children and where the evacuation meeting point is situated. Each room has a specific evacuation plan, which includes information such as evacuating non-mobile babies and using alternative exits depending on where the fire may be situated.

The designated fire marshal checks fire detection and control equipment and fire exits in line with the timescales within the checklist below.

The Maintenance company is Fire Alarm Fabrication Services Ltd (FAFS) providing regular checks on the Alarm control panel, all smoke detectors and fire extinguishers in line with the timescales in the checklist below.

<b>Fire checklist</b>	<b>Who checks</b>	<b>How often</b>	<b>Location</b>
Escape route/fire exits (all fire exits must be clearly identifiable)	All Staff	Daily	Throughout the Nursery
Fire extinguishers and blankets	FAFS /All Staff	Annually	Throughout the Nursery
Evacuation pack	Management Team	Monthly	Throughout the Nursery
Smoke/heat alarms	FAFS	Quarterly	Throughout the Nursery
Fire alarms	FAFS /Management Team	Quarterly	Throughout the Nursery
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	All Staff	Daily	Throughout the Nursery

**The \*deputy manager/\*deputy fire marshal is appointed to oversee this role when the \*manager/\*designated fire marshal is absent.**

## Registration

An accurate record of all staff and children present in the building must be always kept with children and staff must be marked in and out on arrival and departure via the Family app. An accurate record of visitors is kept in the visitor's book. These records are taken out along with the register and emergency contacts list in the event of a fire. Ensure all staff use their own security fob to always tap in and out of the building. This allows confirmation that all staff have left the building should there be a fire and acknowledges any staff still in the building. Alternatively use the Family app

## No smoking or vaping policy

The nursery operates a strict no smoking/vaping policy – please see this separate policy for details.

**Duty Officer to telephone emergency services: dial 999 and ask for the fire service ensure you emphasise that it is a childcare setting**

## Fire drill procedure

### On discovering a fire:

- Calmly raise the alarm by activating the fire alarm if not already sounding
- Immediately evacuate the building under guidance from the Management/ Duty Officer/Fire Marshal
- Using the nearest accessible exit lead the children out, assemble outside St Bart's Hospital Courtyard.
- Do not use the lifts: go to the nearest fire exit and follow the direction of the Room Leader
- Close all doors behind you wherever possible
- All surplus staff to ensure baby room have sufficient help to remove the babies
- Ensure the evacuation cots are ready for the baby room in a safe place dependant on where the fire is.
- Relevant staff to assist evacuating children or adults with mobility difficulties.
- 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 room leader/ designated fire marshal in each room is to:

- Pick up the tablet with Family app, mobile phone, keys, visitor book and fire bag/evacuation pack (containing emergency contacts list, nappies, wipes, water, and blankets)
- In the fire assembly point area – City & Guilds Prayer Room, account for all 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 the fire services will be on site

- 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 is updated at least annually in consultation with staff and parents and/or after a fire evacuation practice and/or fire.

This policy was adopted on	Signed on behalf of the nursery	Date for review
October 2024		Annually - unless changes to legislation

