

# **Fire Safety & Fire Drills**

We ensure our premises presents no risk of fire by providing the highest possible standard of fire protection. The management and staff are familiar with current legal requirements. When necessary we will seek the advice from our local fire officer.

We have in place a detailed fire risk assessment. It is the responsibility of our Nursery Manager / Deputy to ensure that this is the case and that the assessment is regularly reviewed as with any other type of risk assessment.

**Fire Drills** The Nursery Manager / Deputy is responsible for arranging the Fire Drills. These will happen approximately 4 times a year / quarterly. Alarms will be checked once a month as part of the risk checks by the Manager / Deputy. All information will be recorded signed and dated. The Fire Drill procedure will be clearly displayed in the Foyer, Main Room, Kitchen and Upstairs for all parents / carers & visitors to read. If the fire alarm fails to go off to warn of a fire, a backup plan of ringing the bell will be done to warn the setting of the fire. Records are kept of fire drills and the servicing of fire safety equipment.

## **Our emergency evacuation shows the following information:**

- How children are familiar with the sound of the fire alarm.
- How the children staff and parents know where the fire exits are.
- How children are led from the building to the assembly point.
- How they will be accounted for and who by.
- Who calls the emergency services and when in the event of a real fire.
- How parents are contacted.

The sound of the Fire alarm is identified by a continuous loud beeping throughout the nursery which all staff and children are familiar with through discussion and regular fire drills.

Fire exits are clearly marked and are kept clear at all times. Evacuation and Assembly Point for All Children, babies students and visitors will be led from the nursery via fire exit doors (where necessary the evacuation cot will be used to evacuate babies in an emergency). The room leaders will call the registers to make sure all children, staff and visitors are accounted for. In the event of a real fire evacuation happening on a wet or cold day children will be escorted by staff to a dry and safe location for collection by parents. In the event of a real fire the manager / deputy will call the fire brigade, If safe to do so Children's records (contact information) are taken out by the manager / deputy, who will contact parents / carers in the event of a real emergency. The visitor's book will also be collected if safe to do so.

**Fire Extinguishers/Blankets** Fire extinguishers are situated inside the main room, upstairs, office and kitchen there is also a fire blanket in the kitchen. These are checked annually by our local fire officer and certificates are recorded. The fire drill log must be completed after every fire evacuation. The fire drill log book must contain:

- Date and time of the drill and how long it took.
- How many children, staff, students and visitors were present.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

**This policy was revised & updated on the 15<sup>th</sup> August 2022  
Eversley Nursery School**