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| EYFS: 3.54, 3.55, 3.56 |
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At Newtown Road Day Nursery 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 and seeks advice from the local fire safety officer as necessary, including following any major changes or alterations to the premises.

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) | Manager and all staff | Daily | 2-4 room |
| Fire extinguishers and blankets | Beacon | Annually | Kitchen Hallway Attic |
| Smoke/heat alarms | Manager | Termly | 2-4 room 0-2 room Hallway |
| Fire alarms | Manager | Termly | 2-4 room 0-2 room Hallway |
| Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside | Manager and all staff | Daily | Entrance hallway 0-2 room 2-4 room |

Newtown Road 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

On discovering a fire:

- Calmly raise the alarm by ringing the bell
- Immediately evacuate the building under guidance from the manager on duty
- Using the nearest accessible exit lead the children out, assemble in the lane behind Carol's Hairdressers
- Close all doors behind you wherever possible
- Bring babies down the stairs to be evacuated if safe
- 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.
- Do not open any fire doors

The manager on duty is to:

- Pick up the children's register, staff register, black contact box, medication, mobile phone, keys, visitor book
- Telephone emergency services: dial 999 and ask for the fire service
- In the fire assembly point area – in the back lane behind Carol's Hairdressers, 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.

| This policy was adopted on | Signed on behalf of the nursery | Date for review |
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