

Fire Safety Policy and Procedure

Understanding how to keep oneself, the children and co-workers safe is paramount. It is the responsibility of all to ensure C Smith is made aware of any situation which could present serious or imminent danger and/or any shortcomings in fire protection arrangements.

Responsible Person

1 Christina Smith – Nursery Manager

2. Kirsty Adams – Deputy Manager

3. Emma Pallister – Deputy Manager

- The responsible persons named above have fire marshal training.
- The employer in a workplace, to the extent that they have control.
- Any other person who has control over the premises.
- The owner of the premises.

The responsible person must take appropriate general fire precautions to protect employees and non-employees and ensure premises are safe.

Induction

All staff will have an induction in which the emergency procedures, emergency routes and exits will be explained and pointed out within the setting. All staff will be provided with a written copy of all such policies and procedures via email.

Organising Premises

- The risk assessment we keep is updated regularly to cover all possible risks and the control measures that we have in place.
- All equipment should be stored safely in allocated places.
- Toys, equipment and resources should be divided into the correct zones within each room.
- All equipment should be used correctly and safely.
- Advice should be sort before using or operating any equipment or resource that is unfamiliar.
- Equipment, resources or animals should not be brought into the premises without the managers consent.
- Equipment, toys or other items should not block emergency exits.
- Fire doors should be closed and not propped open.
- Coats and other belongings should be stored on the pegs provided.
- Staff should hang their coat on the pegs provided and lock bags and other personal belongings away in the lockers provided.
- Items not in use should be put away.
- Fire doors should never be obstructed.
- Limited stock should be kept minimising the spread of fire by combustion.
- Staff personal devises should not be charged on the premises.
- Fire exit sign should always be visible.
- No drinks or other liquids should be near electronics/plugs.

Fire Safety

- A fire assessment will be carried out by a qualified external company. Actions will be followed up as advised within the report.
- Fire hydrons will be stored in suitable locations with the correct labelling above.
- Fire hydrons will be tested when required and replaced as advised by the fire hydron service company.
- Fire alarms will be tested by zone weekly and a record kept.
- Brake pad points will be tested weekly and recorded.
- Fire drills will take place four times yearly.

- Appliances will be Pac tested annually.
- All appliances should be turned off when not in use.
- Plug sockets should be turned off when not in use.
- Extension cables may be used with managers consent, but overloading is not permitted anywhere within the building on any socket.
- FD30 fire doors should be kept closed at all times and not propped open.
- Smoking is not permitted anywhere within or outside the setting.
- Matches, candles and flammable substances should not be brought onto the premises.

Raising the Alarm

- The adult who notices a fire or signs of a fire should push the call point as soon as a fire is detected.
- All staff should assist all children in evacuating the building via their nearest escape door (even those on lunch or in other areas of the building).
- Staff should ensure they keep themselves and the children calm and reach the assembly point as quickly as possible.
- The fire marshal (Manager) will do a sweep of the building to ensure all have evacuated and windows and doors are closed.
- The manager will take registers to the assembly point and the room leader will carry out their head check against the register.
- The manager will call the emergency services.
- All will remain outside until they are instructed by the manager that it is safe to go back inside.
- Should a trained competent person feel the situation is safe enough, i.e the fire is small and in its ignition stage, they should use the firefighting equipment as soon as possible to prevent the fire from developing.
- Emergency lighting will enable people to find emergency doors in the absence of light.

Fire Drills

- Fire drills will take place regularly to ensure all staff are aware of the procedure, are well practiced and understand how to develop to ensure it runs smoothly in the event of a real fire.
- Fire drills will be logged and issued to staff as part of their ongoing training.
- Specific training may be required on an individual basis.

Fire Warden

Fire Wardens are:

1. **Christina Smith**
2. **Kirsty Adams**
3. **Emma Pallister**

The fire warden should check every day that:

- There are no increased risks of fire
- Fire doors and escape routes are free from obstruction
- Check the storage of combustible materials.
- Report any evidence of smoking inside the building.
- Check fire fighting equipment and call points are where they should be and not broken.
- Contribute to the risk assessment.

In the event of a fire the fire warden should:

1. Alert everyone
2. Search the areas
3. Minimise the risks
4. Fight the fire
5. Work with others
6. Go to the assembly point