

Fire Safety Policy

At Little Monkeys Charlbury 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 designated fire marshal is Simon Harley

We ensure the nursery premises are compliant with fire safety regulations, including following any major changes or alterations to the premises. The designated fire marshal ensures all the appropriate fire detection and control equipment (e.g. fire alarms, smoke detectors, fire blankets and/or fire extinguishers) is 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 to ensure evacuations are possible under different circumstances and all children and staff participate in the rehearsals.

All staff receive fire safety and evacuation training (including as part of 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 *manager/*designated fire marshal checks fire detection and control equipment and fire exits in line with the timescales within the checklist below.

Fire checklist

	Who checks	How often
Escape route/fire exits (all fire exits must be clearly identifiable)	Simon	Daily and ongoing
Emergency lighting	Simon	Weekly
Fire extinguishers and blankets	Simon	Monthly
Evacuation tablet	Simon	Daily
Smoke/heat alarms	Simon	Weekly
Fire alarms	Simon	Weekly
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	Simon	Daily and ongoing

A deputy fire marshal is appointed to over this role when the fire marshal is absent.

Registration

An accurate record of all staff and children present in the building must be kept at all times with children and staff marked in and out on arrival and departure. 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.

No smoking/vaping policy

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

Hot Works

A hot works permit must be obtained from the office before any works are carried out that may produce heat or sparks. This work includes, but is not limited to, welding, brazing, cutting, grinding, soldering, and any other work that involves the use of heat, sparks, or fire.

Fire drill procedure

On discovering a fire:

- Calmly raise the alarm by ringing the bell.
- Immediately evacuate the building under guidance from the on-duty fire marshal (collecting children's room registers from the front door, the visitors signing in book and the tablet located in the preschool front room)
- Using the nearest accessible exit lead the children out, assemble outside the Bell Hotel.
- Close all doors and windows behind you wherever possible.
- **Office staff to help the baby room and little people.**
- 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 and/or 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 fire marshal is to:

- Collect the central children's and staff register from the front door, the emergency tablet from the preschool room, nursery mobile, keys and visitor book
- Telephone emergency services: dial 999 and ask for the fire service
- In the fire assembly point 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 is updated at least annually in consultation with staff and/or after a fire evacuation practice and/or fire.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>25th January 2024</i>	<i>Kelly Harley</i>	<i>25th January 2025</i>