

Fire Safety Policy



Statement of Intent

At Dreamland Nursery, the safety and well-being of our children, staff, visitors, and all individuals on-site are of paramount importance. We are committed to maintaining a safe environment and ensuring compliance with all relevant fire safety regulations. This Fire Safety Policy outlines our procedures for fire prevention, evacuation, and emergency response.

Roles and Responsibilities:

Designated Fire Safety Officer:

Name: Zeliha Bozkina (Designated Safeguarding Officer)

Responsibilities:

- Oversee fire safety measures and compliance.
- Conduct regular fire risk assessments.
- Ensure all staff are trained in fire safety procedures.

Deputy Fire Safety Officer:

Name: Rachel Powell (Deputy)

Responsibilities:

- Assist the Fire Safety Officer in implementing fire safety measures.
- Act as a point of contact during fire emergencies.

Staff Responsibilities:

- Familiarise themselves with fire safety protocols.
- Attend regular fire safety training sessions.
- Act promptly and responsibly in the event of a fire.

Competent Persons/Fire Wardens:

- Fire wardens will be designated to assist in evacuations and ensure all areas are clear.
- A list of fire wardens and their contact information will be displayed on the staff noticeboard

Fire Prevention Measures:

- Regular maintenance and servicing of firefighting equipment, including extinguishers and fire alarms.
- Electrical equipment to be PAT tested annually.
- No smoking policy enforced within nursery premises.
- Clear emergency exits at all times.
- Safe storage of flammable materials.
- Regular housekeeping to minimize fire risks, such as clearing obstructions and disposing of waste responsibly.

Fire Risk Assessment:

A comprehensive fire risk assessment will be conducted annually or whenever significant changes are made to the premises.

This assessment will:

- Identify potential fire hazards.
- Evaluate the risk to individuals.
- Implement measures to eliminate or reduce risks.
- Ensure fire safety equipment is accessible and functional.

Emergency Procedures:

Fire Detection and Alarm Systems:

- Fire alarms are installed throughout the building and are tested weekly.
- Smoke detectors are inspected regularly to ensure functionality.

Evacuation Procedure:

- Upon hearing the fire alarm, all occupants must evacuate the building immediately via the nearest fire exit.

Staff will:

- Escort children, including those unable to walk, to the designated assembly point in the outdoor play area.
- Perform headcounts and verify attendance using the daily register.
- Ensure no one re-enters the building until it is declared safe by the fire service.

Assembly Point:

- Location: Outdoor play area, clearly marked and free from hazards.

Contacting Emergency Services:

- The Fire Safety Officer or their deputy will call 999 to report the incident.

Visitors:

- All visitors to Dreamland Nursery must adhere to the fire safety procedures in place. Upon arrival, visitors will be informed of the fire evacuation procedures and assembly point location.
- Visitors are required to sign in and out at the reception to ensure accurate headcounts during an emergency.
- In the event of a fire alarm, staff members are responsible for guiding visitors to the nearest fire exit and ensuring they proceed to the designated assembly point.
- Visitors must not re-enter the building until it has been deemed safe by the fire service or the designated Fire Safety Officer.

Additional Consideration for Babies and Individuals with Disabilities:

- Staff are trained to assist infants who cannot walk or children with mobility impairments during evacuation.
- Specific support plans will be created for children, visitors, or staff with disabilities, ensuring their safe evacuation.
- For individuals requiring additional assistance, guidance will be provided through SEE PEEP for more details on tailored evacuation plans.

Fire Safety Training:

- All staff will receive fire safety training during induction, including a run-through of the fire evacuation drill.
- Regular fire drills will be conducted every two months to ensure all staff and children are familiar with evacuation procedures.

Training will include:

- Proper use of firefighting equipment.
- Evacuation procedures.
- Understanding fire hazards and prevention.

Fire Drills:

- Fire drills will be conducted every two months to ensure all staff, children, and visitors are familiar with evacuation procedures.
- Records of fire drills, including date, time, and observations, will be maintained.

Fire Safety Equipment:

Fire Extinguishers:

- Portable extinguishers are located throughout the premises and inspected annually by a certified contractor.

Emergency Lighting:

- Emergency lighting is installed in key areas and tested monthly.

Fire Doors and Exits:

- Fire doors will be kept closed but unlocked and easily accessible.
- Exit routes are clearly marked and illuminated.

Record Keeping:

The following records will be maintained and updated regularly:

- Fire risk assessments.
- Fire alarm and equipment maintenance logs.
- Training records for staff.
- Fire drill logs.
- Records of visits by fire safety inspectors.

Monitoring and Review:

This Fire Safety Policy will be reviewed annually or sooner if there are changes in regulations, premises, or operations. Updates will be communicated to all staff.

Policy Approved By:

- **Name:** Zeliha Bozkina
- **Position:** Nursery Manager
- **Date:** 02/09/2024