

Once Upon A Time Nursery
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Fire Safety Policy

Wales: NMS
24.19, 24.21 – 24.24

At **Once Upon a Time Nursery** we make sure the nursery is a safe environment for children, parents, staff and visitors through our fire safety policy and procedures.

The owner has overall responsibility for the fire drill and evacuation procedures. These are carried out and recorded for each group of children every term 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 fire detection and control equipment and fire exits are checked in line with the timescales in our Fire safety risk assessment.

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 through the nursery app. An accurate record of visitors must be kept in the visitor's log. These records (app with emergency contacts and register on and visitors log) must be taken out along with the fire bags 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 shouting Fire
- Immediately evacuate the building under guidance from the manager on duty
- Gather all the children in your care, wake up any sleeping children.
- Using the nearest accessible exit lead the children out, assemble at Taxi rank
- Close all doors behind you wherever possible
- 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 the identity of the children and other adults with you

The manager is to:

- Pick up the mobile phone which has the app with the register, visitor book and fire bag/evacuation pack
- 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