

Once Upon A Time Nursery
56 Railway Terrace
Llanelli
Carms
SA15 2RH



Website
www.llanellinursery.co.uk
Phone
01554 785 173
Email
enquiries@llanellinursery.co.uk

Fire Safety Policy

Our Nursery understands the importance of vigilance to fire safety hazards. The Nursery has an up to date fire certificate and notices explaining the fire procedures are positioned next to the main exit. All staff, students, volunteers and children are aware of the fire safety procedures set out in this policy.

All staff are aware of the location of all fire exits, the fire assembly point and where fire safety equipment is stored. Particular attention is paid to distinguishing between the various types of fire extinguisher and their methods of operation.

All children will be made aware of the location of fire exits and the fire assembly point.

Fire doors and fire exits are clearly marked, are not obstructed at any times, and are easily opened from the inside.

Fire extinguishers and fire alarm systems are regularly tested in accordance with manufacturers' guidance.

We have a Fire Safety Officer who will be responsible for arranging fire drills and tests. Fire drills will take place periodically and staff will be informed when these will occur.

The Nursery will hold fire drills without prior warning at least once a term.

All fire drills, fire incidents and equipment checks will be recorded.

Fire Prevention

The Nursery will take all steps possible to prevent fires occurring. As such the staff are responsible for:

- Ensuring that power points are not overloaded with adaptors.
- Ensuring that the Nursery's Smoking, Alcohol and Drugs Policy is always observed.
- Checking for frayed or trailing wires.
- Checking that fuses are replaced safely.
- Storing any potentially flammable materials safely.

The Supervisor will explain fire safety procedures to new staff, students and volunteers, as part of the induction process.

In the event of a fire

A member of staff will raise the alarm immediately and the supervisor will designate a member of staff to contact the emergency services and meet them on their arrival.

All children will immediately be escorted out of the building by all staff and to the assembly point using the nearest marked exit. No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.

Before exiting, the premises will be checked by the Nursery's designated Fire Safety Officer and the register will be collected, providing that this does not put anyone at risk. On exiting the building, the Fire Safety Officer will close all accessible doors and windows to prevent the spread of fire, providing this does not put themselves or others at risk.

The register will be taken and all children, staff and visitors accounted for. If any person is missing from the register, the emergency services will be informed immediately.

If for any reason the designated fire safety officer is absent at the time of an incident, the Supervisor will assume responsibility or nominate a replacement member of staff.

CSSIW will be notified about any significant changes or events.

