

Fire Safety Policy

EYFS: 3.54, 3.55, 3.56

**Humpty Dumpty
Childcare**

Released January 2019

Rev: 1.01

At **Humpty Dumpty Childcare** we make sure the nursery is a safe environment for children, parents, staff and visitors through our fire safety policy and procedures.

The Facilities/Health and Safety Manager and the Nursery Manager makes sure the nursery premises are compliant with fire safety regulations, including following any major changes or alterations to the premises and seeks advice from the local fire safety officer as necessary.

The Facilities/Health and Safety Manager and the Nursery Manager have overall responsibility for the fire drill and 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 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 Facilities/Health and Safety Manager and the Nursery Manager checks fire detection and control equipment and fire exits in line with the timescales in the checklist below.

Fire checklist

	Who checks	How often	Location
Escape route/fire exits (all fire exits must be clearly identifiable)	Staff member responsible for daily risk assessment	Daily	All locations
Fire extinguishers and blankets Smoke/heat alarms Fire alarms	Full Stop Facilities Manager	Annually Quarterly	All locations
Evacuation pack	NM Facilities Manager	Monthly plus after an evacuation Quarterly	NM Office
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	Room Leaders Facilities Manager	Daily Quarterly	In area of responsibility Whole setting

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. An accurate record of visitors must be kept in the visitor's book. These records must be taken out along with the register and emergency contacts list in the event of a fire.

No smoking policy

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

Fire drill procedure

On discovering a fire:

- Calmly raise the alarm by activating the fire alarm by following instructions on the device
- Immediately evacuate the building under guidance from the manager on duty
- Using the nearest accessible exit lead the children out, assemble at the designated assembly point
- 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 children's register, staff register, mobile phone, keys, visitor book and fire bag/evacuation pack (containing emergency contacts list, nappies, wipes and blankets)
- 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.

Document Control

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Version Control

Version	Author	Date	Changes
1.01	Wendy Edmunds	9 December 2018	First draft for comment
1.02	Wendy Edmunds	7 January 2019	Final draft

Glossary of Terms

COEL	Characteristics of Effective Learning
CPD	Continuous Professional Development
EAL	English as an Additional Language
EYFS	Early Years Foundation Stage
Ofsted	Office for Standards in Education
SEND	Special Educational Needs and Disability
SENDCo	Special Educational Needs and Disability Co-Ordinator
SMART	Specific, Measurable, Achievable, Realistic, Timely