

Fire Policy & Procedure

- The nursery will have a nominated Fire Officer (Andrew Hayes)
- All staff should have an evacuation plan to follow, which should be on display throughout the nursery.
- All staff must know the evacuation procedures set out in the plan and be familiar with exits and routes to the gathering point.
- Staff should regularly examine all emergency exits for obstructions and must hold evacuation drills at regular intervals.
- Staff should be instructed in the use of fire extinguishers and be familiar with the location of them.
- Evacuation should take place as soon as the alarm sounds. Staff, visitors and children should leave the building in an orderly manner by the nearest exit.
- The most senior staff member in each room should take with them, their child registers and emergency contact details, together with the evacuation bag.
- In the event of an emergency evacuation, staff should provide assistance to any disabled persons in the building who may require it.
- Room leaders will have responsibility for ensuring all children leave the building safely.
- Any staff situated in the reception area or in the staff rooms and Kitchen will go to the aid of the babies and children in the upstairs part of the building.
- Managers will be responsible for raising the alarm and calling 999. They will take the staff registers and emergency contact details with them when leaving the building.
- Fire drills will be recorded in the appropriate book stating the date of practice, how long it took, any difficulties experienced and any other comments.
- The Fire Safety Officer is responsible for ensuring fire safety is practised and up to date.
- Each room has their own individual fire evacuation plan relevant to their individual rooms and needs displayed alongside the fire evacuation map.

In the event of a fire, Bell House Nursery will follow the procedure:

Fire Procedure

If you discover a fire:

- Upon discovering a fire, raise the alarm and inform the other staff members of location of fire.
- The managers are responsible for calling the fire brigade.
- Evacuate all children to the relevant assembly point via your nearest exit point, keeping them away from the building.

- A pre prepared Evacuation Bag should be taken to the assembly point. This should contain a supply of age appropriate resources such as nappies, wipes, formula and water.
- Our assembly point is located at the back of the car park, by the buggy shed.
- Attack the fire if possible with the firefighting equipment provided, but only if it is safe to do so without taking personal risks.
- Babies are evacuated using the evacuation cot situated at the bottom of the stairs.
- IF IN DOUBT - "GET OUT"

On hearing the fire alarm:

- Evacuate all children as above.
- All members of staff should ensure that nobody is left behind and take charge of the evacuation of their own area, remembering to collect the children's register and the evacuation bag.
- The staff signing-in sheet and the visitor logs are situated in reception along with the emergency details of the staff and children and must be collected by the Manager on duty.
- The Fire Safety Officer (or a manager on duty) will check that the room registers have been completed before then carrying out the staff and visitor register making sure everyone is accounted for.
- ***Only return to the building when you are told by someone in authority that it is safe to do so.***

Back Up Evacuation Point

Weatherspoon's - The Jack Phillips
48-56 High Street
Godalming
Surrey
GU7 1DY
01483 521750

The children will be taken to this evacuation point either by walking with staff or by pushchairs. The staff will take their own room evacuation bags with them. The management will take the folders containing the children's details and the children's own bags to the evacuation place.

**Reviewed By Clare Hayes and Tracy Cox
Reviewed in September 2016**

Next review date September 2017