

## Fire Safety Policy

At Brentwood Day Nursery we take reasonable steps to ensure the safety of children, staff and others on the nursery premises in the case of a fire or other emergency through our Fire safety policy and emergency evacuation procedures.

The designated fire marshal is Rachel Austin.

We ensure the nursery premises are compliant with fire safety regulations, including following any major changes or alterations to the premises. The designated fire marshal ensures all the appropriate fire detection and control equipment (e.g. fire alarms, smoke detectors, fire blankets and/or fire extinguishers) is in working order and seeks advice from the local fire safety officer as necessary.

They also have overall responsibility for the fire drill and emergency 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 are planned to 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.

All staff receive fire safety and evacuation training (including as part of induction) to help them understand their roles and responsibilities. This includes the steps they must take to ensure the safety of children, for example keeping fire doors free from obstruction, how to safely evacuate the children and where the evacuation meeting point is situated.

The designated fire marshal checks fire detection and control equipment and fire exits in line with the fire risk assessment.

A deputy fire marshal is appointed to cover this role when the fire marshal is absent.

### **Registration**

An accurate record of all staff and children present in the building must be kept at all times with children and staff marked in and out on arrival and departure. An accurate record of visitors is kept in the visitor's book. These records are taken out along with the register and emergency contacts list in the event of a fire.

### **No smoking/vaping policy**

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

### **Fire drill procedure**

On discovering a fire:

- Calmly raise the alarm by activating the fire alarm
- Immediately evacuate the building under guidance from the duty fire marshal (collecting register and mobile phone)

- Using the nearest accessible exit lead the children out, assemble at Merry meads building (across the main field)
- **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 and/or police.

The following will be carried out by the designated people responsible for each role:

- Collect the central children's & staff electronic register, nursery mobile phone, keys, visitor book and evacuation pack; containing emergency contacts list, medication & blankets (if safe to do so)
- Telephone emergency services: dial 999 and ask for the fire service
- In the fire assembly point area – Merry meads - 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.

This policy is updated at least annually in consultation with staff and/or after a fire evacuation practice and/or fire.

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| Signed on behalf of the nursery |
| <i>RL Austin</i>                |