

10. Fire Safety

EYFS: 3.54, 3.55, 3.56

At La Petite Academy we make sure the nursery is a safe environment for children, parents, staff and visitors through our fire safety policy and procedures.

The designated fire marshal, Claire Morgan 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 designated fire marshal has overall responsibility for the fire drill and evacuation procedures. These are carried out and recorded for the main nursery and Baby Unit every month or as and when a large change occurs, e.g. a large intake of children or a new member of staff or a student 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 designated fire marshal 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)	Dalraj Basi or Afshan Bashir in accordance with their daily safety checks upon first entering the building. Joanne Henry or Suzie McDarmaid completes this for the Baby Unit	Daily	Front and rear doors and side gates in the Main nursery. Front, side and patio doors and side gates in the Baby Unit
Fire extinguishers and blankets	Watson Fire 01332 516794	Annually	Kitchen and corridor in the main nursery. Kitchen, corridor and main play room in the Baby Unit
Smoke/heat alarms	O'Heap and Sons Derby	Annually	All areas
Fire alarms	Claire Morgan	Weekly	Main Nursery and Baby Unit
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	All staff	Daily	All areas

Registration

An accurate record of all staff, children, students and visitors present in the building must be kept at all times and children, staff, visitors and students must be marked in and out immediately 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 – please see separate smoking policy for details.

Fire drill procedure

On discovering a fire:

- Calmly raise the alarm by breaking the alarm glass (situated at either end of the corridor in the main nursery. Situated in the play room next to the door and next to the back side door in the Baby Unit)
- Immediately evacuate the building under guidance from the Manager or most senior staff member on duty following this procedure:
- Using the nearest accessible exit lead the children out taking the room register with you.
- If using the front exit assemble on the green opposite the nursery (Main Nursery & Baby Unit/Schoolers)
- If using the back exit, open the side gates and assemble on the green opposite the nursery (Main Nursery & Baby Unit/Schoolers)
- To ensure safety whilst crossing the road to the green, at least one staff member is to stand in the road allowing the children and staff to cross in front of them. Where two staff are doing this, the children and staff are to cross the road in between them.
- Tweenies children will be evacuated first, followed by Toddlers and then Preschool. Extra staff will be allocated to any child with Special Needs.
- Baby Unit annex must raise the alarm and press the panic button located next to the front door to alert staff in the main nursery that there is an emergency. If possible notify the main nursery using the internal phone.
- All available staff from the main nursery will assist in aiding the babies and schoolers to safety
- Any staff on their break in the schoolers' room upon hearing the fire alarm will assist in evacuating the babies if it is safe to do so. If not, exit the building immediately via one of the rear fire exits
- Whether the alarm has been raised in the Baby Unit or Main Nursery, once you have reached the evacuation point you must check your register to ensure all children are accounted for and alert the senior staff member on duty if not
- Wait for the 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 or senior member of staff of your location and identity of the children and other adults with you.

The Manager or senior member of staff on duty is to:

- Pick up the staff register, student register, mobile phone, keys, children's contact cards and visitor book
- Telephone the emergency services: dial 999 and ask for the fire service
- Do a sweep down of the building, checking that no one is left inside and closing doors behind them

- In the fire assembly area (the green across the road) check the registers and visitor's book to 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.

Staff from each base room are responsible for ensuring their register is taken out and accounting for all children. Any missing children should be reported immediately to the senior staff member on duty.

Remember

- Do not stop to collect personal belongings on evacuating the building
- Do not attempt to go back in and fight the fire unless you have had training to fight the fire.
- Do not attempt to go back in if any children or adults are not accounted for.

This policy was reviewed on	Signed on behalf of the nursery	Date for review
<i>20th September 2017</i>		<i>September 2018</i>