Fledglings Day Nursery

# Fire Safety Policy

Date Reviewed: August 2023

Review Due: August 2024

Reviewed by: Miss A West

## 1 Introduction

The revised EYFS (Sept 2014) requires all providers to take reasonable steps to ensure the safety of children, staff and others in the school/setting in the case of fire.

Providers must have appropriate fire detection and control equipment in working order, fire exits must be clearly identifiable and fire doors must be free of obstruction and easily opened from the inside.

## 2 Aims and objectives

The aim of this policy is to minimise the risks that may arise to staff and children in the case of fire.

The objective of this policy is to ensure that effective precautions are taken to avoid the occurrence of fires and to ensure that procedures are in place for minimising the effects of a fire and evacuating the school/setting, and that all members of staff, students and volunteers are aware of the procedures set out in this policy.

**3 Fire safety**

Our fire safety and emergency evacuation procedures are approved by the Fire Safety Officer and are clearly displayed in the school/setting.

**3.1**  Fire safety procedures are explained to all new staff, students and volunteers as part of the induction process. If there is an outbreak of fire, the saving and preservation of life takes precedence over saving property or equipment.

**3.2** Records are kept of fire drills and the servicing of fire safety equipment.

**3.3** Fire safety is achieved through risk assessments. These are carried out by a designated person who has received sufficient training in fire safety and risk assessment.

* 1. All staff are aware of the location of all fire exits, the fire assembly point and where fire safety equipment is stored. All staff will be provided with basic training in using fire extinguishers.
  2. Fire extinguishers will only be used by trained staff if the fire is minor and can be tackled without putting those staff at risk.
  3. Fire doors and fire exits are clearly marked, are not obstructed at any time and are easily opened from the inside.

**3.7** Fire extinguishers and fire alarm systems are regularly tested in accordance with the manufacturer’s guidance.

**3.8** The headteacher will be responsible for arranging fire drills and tests on a regular basis.

**4 General fire safety/Good housekeeping**

We take all steps possible to prevent fires occurring. All staff make it their responsibility to ensure that:

* power points are not overloaded with adaptors;
* the school/setting’s ‘Non Smoking’ policy is always observed;
* any potentially flammable materials are stored safely;
* fire doors/fire exits are not obstructed, are kept closed at all times and never propped open;
* no locks are placed on any fire exits;
* no flammable visual displays hang from the ceiling and/or light fittings;
* the tops and fronts of heaters are kept clear;
* displays will not be above heaters where possible, and securely fixed if this is unavoidable;
* combustible materials e.g. paper, card, fabrics are not stored near to sockets or lights;
* all electrical items, plugs and cables are tested each year;
* all cookers are provided with fire blankets.

1. **In the event of a fire**Should a fire be discovered we will ensure that:

* a member of staff will immediately raise the alarm and the emergency services will be called at the earliest possible opportunity;
* all children will be immediately escorted out of the building to the assembly point using the nearest marked exit in a calm, safe manner;
* no attempt will be made to collect personal belongings or to re-enter the building after evacuation;
* the entire premises will be checked by a member of the senior management team/manager and the register will be printed and/or collected, providing that this does not put anyone at risk;
* on exiting the building, a member of the senior management team/manager will close all accessible doors and windows to prevent the spread of fire;
* the register will be called and all children and staff accounted for. If any person is missing from the register, the emergency services will be informed immediately. If for any reason the register is not to hand, a member of the senior management team/manager should access the emergency contacts list.
* a member of staff’s first duty is to look after the children, which means evacuating the building. No attempt should be made to fight the fire until their safety is ensured, and then without exposing any person to risk.

## 6 Evacuation of disabled children/persons

**6.1** We have Personal Emergency Evacuation Plans (PEEP) for all those children or staff who have special educational needs and/or a physical impairment.

## 7 Monitoring and review

This policy was agreed and implemented in August 2023 and is due for review in August 2024.

There will be ongoing monitoring of this policy as some aspects may require amending/updating before the review date should there be any incidents which take place relating to it that give cause for concern.

**Name: Miss A West**

**Signed: A West**

**Date: August 2023**