

# FIRE SAFETY POLICY

## **POLICY STATEMENT:**

*Happy Dayz Nursery understands the importance of vigilance to fire safety Hazards, we ensure the nursery is a safe environment for children, parents, staff, and visitors.*

## **HOW POLICY WILL BE IMPLEMENTED (Specific Policies & Procedures):**

- Fire Safety Wardens for Happy Dayz Nursery are Manager, Natasha Adams, Deputy Manager, Emma Johns and Senior staff Rachel Jenkins and Rachel Mahonney, who hold fire warden certificates. This training is updated at least once every three years and information learned is shared with the rest of the team.
- The manager ensures 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.
- All staff need to ensure that fire Exits are clearly labelled, free from obstruction and easily opened from the inside.
- The manager has overall responsibility for the fire drill and evacuation procedures. These are carried out and recorded for all staff, students, and children every three months or as and when a change occurs, e.g., a large intake of children or a new staff member joins the nursery.
- Fire 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 drills.
- As part of their induction, new staff members are made aware of the 'No Smoking' policy and procedure, the location of the fire alarms, the location of the emergency exits, and the site of the emergency evacuation assembly points.
- If there is an adult or child with a sensory or mobility difficulty, a risk assessment is put in place to ensure the person can exit the building as safely and quickly as possible in an emergency.
- The Duty Fire Safety Warden will record all evacuations of the setting, and a detailed report including the date, time and short evaluation is kept in the fire drill file, kept in the office.
- The Duty Fire Safety Warden will review how the emergency evacuation procedure went and revise it as necessary.
- The manager will ensure the fire risk assessment is reviewed regularly when any changes are made to the environment.

- Fire extinguishers are fixed near exit doors and at appropriate heights. (Handle of large extinguishers – approx. 1 metre from floor. Safety signs are positioned above each extinguisher.
- Fire extinguishers are checked and Emergency lighting and Fire Alarm are checked and tested weekly by Fire Safety Wardens. This is recorded.
- Fire extinguishers, Emergency lighting and Fire Alarms are inspected annually by a competent engineer.
- The nursery operates a strict no smoking policy, which acts as a preventative measure of the starting of a fire – please see this separate policy for details.

### **In the event of a fire:**

- A member of staff will calmly raise the alarm immediately and the emergency services will be called at the earliest possible opportunity.
- All children and visitors will immediately be escorted out of the building and to the assembly points in the car park and the garden outside using the nearest marked exit. NO attempt will be made to collect personal belongings or to re-enter the building after evacuation.
- During evacuation children in Butterflies Room, Ladybirds Room and Busy Bee Room will line up at the door and walk the evacuation route to the fire assembly point.
- Staff in Bunnies Room will carry babies 1 or 2 at a time down the stairs to the Fire Evacuation cot.
- The premises will be checked by the designated Duty Fire Safety Warden. On exiting the building, the fire safety warden will close all accessible doors and windows to prevent the spread of fire, providing this does not put themselves or others at risk.
- The register will be taken, and all children, staff, and visitors will be accounted for. If any person is missing from the register. The emergency services will be informed immediately.
- The Fire Warden will liaise with the emergency services, to exchange relevant information, and to ensure nobody puts themselves in danger or jeopardises any work being undertaken by the fire, police or ambulance services.
- A record of each child's and adults' attendance is logged at the beginning of each session.

### **Fire drill Procedures**

#### **Fire Duty Office responsibilities:**

- The Duty Fire Safety Warden will be the person in charge of the day to day running of the Nursery on this day

- The Duty Fire Safety Warden will take the outside phone line, internal phone line, Nursery mobile phone and daily register from the office and place in the side pocket of the Evacuation Cot.
- The Duty Fire Safety Warden will take the Evacuation cot outside and set it up ready for the babies in the Bunnies Room to use.
- The Duty Fire Safety Warden will be care for babies whilst staff in the Bunnies Room are evacuating children for their playroom.
- Once all babies and Bunnies Staff are gathered at their Fire Assembly Point, she will role call the Bunnies Room.
- The Duty Fire Safety Warden will take calls from Room Leaders to ensure all role calls have been completed and all children, staff and visitors have evacuated the building.
- They will ensure the Fire Brigade has been called on 999.
- It is the responsibility of the Duty Fire Safety Warden to ensure the Nursery phone is taken to contact parents/carers and arrange for their children to be collected safely.

### **Room leader responsibilities**

- The Room leader will usually be a Senior Staff member, however on days when Senior staff are not in their designated room, a named Room Leader will be the person in charge of the playroom.
- It is the Room Leaders responsibility to take their room phone, kindle and register with them to ensure that all adults and children are accounted for.
- Ensure all staff and children line up and walk sensibly to their fire assembly point.
- Ensure they use their register to roll call.
- After roll call, immediately ring The Duty Fire Safety Warden to inform them that their room has been fully evacuated.

### **Visitors to the building**

- Visitors are required to sign the visitors book on arrival and again when they leave. This is kept in the main office.
- Visitors are notified of the fire drill procedures on arrival at the building. A copy of which is kept in the visitor book for visitors to read when they sign in.

Date Policy reviewed: 14.1.26

By: Natasha Adams and Emma Johns

Date of next review: January 2027