

Fire Safety

At **Little Stars Day Nursery** 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 **Liane Barker** and director Adam Wakley-Davies 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 each group of children termly 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 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)	All Staff	Daily	Each room
Fire blankets	Liane	Monthly	All kitchen areas
Evacuation pack	Liane All staff to oversee	Monthly	Each room
Smoke/heat alarms/detectors	Simon from Libra Security	Every 6 months	Throughout main building and cabin
Fire alarms	Liane	Once a week	Main building/rooms
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	Liane	Monthly	All rooms

Registration

An accurate record of all staff and children present in the building must be kept at all times and children/staff must be marked in and out 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 this separate policy for details.

Fire drill procedure

On discovering a fire:

- Calmly set off alarm using the nearest manual call point
- Immediately evacuate the building under guidance from the fire marshal
- Using the nearest accessible exit lead the children out, assemble at **the staff car park**
- Close all doors behind you wherever possible
- 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/police

If you are unable to evacuate safely:

- Stay where you are safe
- Keep the children calm and together
- Wherever possible alert the manager of your location and the identity of the children and other adults with you
- Close all doors and windows

Any member of staff to:

- Pick up the Ipad, mobile phone, keys, visitor book and fire bag/evacuation pack (containing emergency contacts list, nappies, wipes and blankets)
- Telephone emergency services: dial 999 and ask for the fire service
- In the fire assembly point area – **staff car park** check the children against the register

Fire marshal/manager 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.

Remember

- 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.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>February 2020</i>	<i>J Edwards</i>	<i>Feb 2021</i>
<i>Reviewed January 2021</i>	<i>J Edwards</i>	<i>Jan 2022</i>
<i>Reviewed January 2022</i>	<i>J Edwards</i>	<i>Jan 2023</i>
<i>Reviewed March 2023</i>	<i>J Edwards</i>	<i>March 2024</i>
<i>Updated September 2023</i>	<i>L Barker</i>	<i>September 2024</i>
<i>Reviewed April 2024</i>	<i>L Barker</i>	<i>April 2025</i>
<i>Amended March 2025</i>	<i>L Barker</i>	<i>March 2026</i>