

## **Fire Safety Procedure**

At Wood Wharf Kindergarten we take all parts of safety seriously and take reasonable steps to ensure children, staff and anyone else on the premises is safe in the event of a fire or any other emergency. We have an effective fire alarm system that is checked regularly. If Fire doors are not on a system that will close at the activation of the alarm they must be kept closed at all times.

The buildings Fire Safety Officer is:

**Heleanna Phair**

Who is responsible for:

- Fire alarm, detection systems, emergency lighting and fire extinguishers which are appropriately located and properly maintained.
- Ensure that contractors working within the school comply with the health and safety policy.
- Ensure there is testing of portable electrical equipment [PAT] and 5 yearly checking of fixed electrical installation. The Wood Wharf Kindergarten Fire Marshal: **Heleanna Phair**

The responsible person will ensure:

- The fire safety risk assessment is reviewed annually or when significant changes have been made or a fire has occurred.
- All staff are explained fire safety during induction.
- Fire drills are carried out every 3 months and recorded correctly. These are to be kept in the fire safety file located in the school office.
- Fire marshals are trained to operate fire fighting equipment.
- Evacuation plans are displayed in each classroom and the waiting areas.

All Staff are responsible for:

- Familiarising themselves with the evacuation plan.
- Report to the Nursery manager any concerns regarding fire safety.
- Be familiar with fire escapes routes.
- Not wedge fire doors open, nor block or obstruct them.
- Participate in fire drills.
- Evacuate the premises in accordance with the evacuation plan.

Children and Adults with disabilities or additional needs will have a risk assessment carried out focusing on their individual needs in the event of an emergency evacuation and a personal evacuation plan devised to meet their needs.

In the Nursery we have the appropriate fire detection and control equipment being: Smoke detectors in all rooms and hall ways and a fire blanket in the kitchen area.

We ensure all fire doors and exits are free from obstruction and the staff know to not place anything in front/behind doors or leave boxes in the corridors as they could be an obstruction in the event of an emergency evacuation.

Fire exits are clearly labelled.

We have planned Fire/emergency evacuation procedures that are displayed in each area the children might be, to ensure efficient evacuation from the building.

Staff, volunteers and students are requested to stay calm at all times on hearing the fire alarm, this is to ensure the children do not become frightened by the sound of the alarm and the evacuation from the building can be efficient and safe.

If a staff member discovers a fire, they MUST activate the nearest RED call point to sound the alarm (These are shown on individual inductions and reminded during fire training within the Nursery.) and follow the evacuation procedure to ensure the children and adults in the building are led to safety outside of the building and away from the fire.

We carry out a fire evacuation drill every 3 months. As we have children who only attend certain sessions throughout the week we will complete fire evacuation drills each day/session over a week to ensure all children, as far as possible have had a fire evacuation drill in the term. Once the drill has been completed the Fire Marshal will complete the fire drill records in the office with:

- Time and date fire evacuation took place
- Time evacuation took for the whole Nursery
- If the procedure was followed correctly
- How many children and who was present (Copy of the session register)
- Any comments to make the evacuation work better
- Expected next fire evacuation drill.

The children's register will be taken by a staff member of the room and this should be stored next to the classroom exit door so it is easily accessible. The Staff signing in and Visitors books must be taken by Manger or Deputy Manager.

An emergency evacuation bag is in the office and has items needed for the Nursery if the Nursery was unable to be re-entered. This includes parent contact details, Blankets, Biscuits, Bottled water and cups, stories, paper and pens and first aid kit. The emergency evacuation bag is checked monthly to ensure it is replenished and has the correct equipment in.

In the event of an evacuation it is the Nursery manager responsibility to bring the bag out of the building.

A full fire risk assessment of the building is completed by Inspired Learning Group and a copy of the most recent Risk assessment can be found with Michelle Fennelly in the Head Office

This policy was adopted on	Signed on behalf of the nursery	Date for review
07/09/2022	<i>Heleanna Phair</i>	1 September 2023
Reviewed 15.11.23	<i>Heleanna Phair</i>	15.11.24