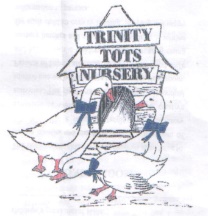
**Trinity Tots Nursery**

**Fire Safety Policy**

HSCS: 5.17

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

The manager, Natalie Kane, who is also the designated fire marshal makes sure the nursery premises are compliant with fire safety regulations and seeks advice from the local fire safety officer as necessary, including following any major changes or alterations to the premises. There are 5 exits currently in the nursery. These are in the main front reception, in the Bumblebee’s room, in the Ladybird’s room, in the main Butterfly room and at the back entrance. These exits must be kept clear at all times.

The manager has overall responsibility for the fire drill and evacuation procedures. These are carried out and recorded for each group of children every month 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 manager 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) | Natalie Kane | Daily | Main Entrance, Back Entrance, Bumblebee’s room, Ladybird’s room, main Butterflies room |
| Fire extinguishers and blankets | Forth Fire Protection | Yearly | CO2 extinguisher – outside kitchen  Fire blanket – In kitchen  Fire extinguisher water – Cloakroom and Foyer |
| Smoke/heat and fire alarms | Natalie Kane | Fire | Outside kitchen  The hall  Boiler cupboard  Bumblebee Room |
| Fire doors closed and in good repair doors free of obstruction and easily opened from the inside | Natalie Kane | Daily | The front door and the kitchen door are fire doors |

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 raise the alarm by breaking the alarm glass
* Immediately evacuate the building under guidance from the manager or most senior member of staff
* Using the nearest accessible exit lead the children out, assemble at the lockup. If the manager deems this unsafe staff and children will assemble outside the Edinburgh Tabernacle
* Close all doors behind you wherever possible
* Senior staff to assist Bumblebee’s in carrying out non-ambulant children
* 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 to your location and inform them of the identity of the children and other adults with you.

The manager is to:

* Pick up the children’s register, staff register, 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, either outside the lock-up or at The Edinburgh Tabernacle, check the children against the register
* 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.

Clear instructions for the fire drills will be displayed near all the exits.

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.