

10. Fire Safety Policy

At Montessori & Me 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 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 every three months 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)	Fire Marshal or Manager on Duty	Daily	Various
Fire extinguishers and blankets	Sub-Contractor	Annually	Various
Evacuation pack	Fire Marshal or Manager	Quarterly	Office
Smoke/heat alarms	Fire Marshal or Sub Contractor	Quarterly by Fire Marshal & Annually by Sub-Contractor	Various
Fire alarms	Fire Marshal or Sub Contractor	Quarterly by Fire Marshal & Annually by Sub-Contractor	Various
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	Fire Marshal or Staff Conducting Daily Checklists	Daily	Varios

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 on duty or fire marshal
- Using the nearest accessible exit lead the children out, assemble at the dedicated area in the nursery Car Park, In the unlikely event this area is unsafe please assemble opposite the Car Park on Hainult Road.
- Close all doors behind you wherever possible
- Room Leaders will take their registers with them
- Kitchen & Office Staff will (where safe to do so) support the evacuation of the under 2's (assisting the room staff in picking up and carrying the children downstairs).
- Support any adults or children with Special Needs to safely evacuate the building via the most appropriate exit
- 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 Doors Shut
- 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.

The manager or fire marshal is to:

- Pick up the children's sign in register, staff register, mobile phone, keys, visitor book and evacuation bag (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 – 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.

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 10/03/2018

Date for review: March 2019

Signed on behalf of the nursery: