



## Fire Safety Policy and Procedure

West Byfleet Nursery aims to take all necessary steps to ensure the safety and wellbeing of all children, staff and others on the premises in the event of a fire.

We aim to do this by ensuring that:

All staff are made aware of the fire safety procedure, and emergency evacuation procedure to be followed, in their induction training. We take steps to ensure safety of all in accordance with Early Years Foundation Stage 2017 paragraph 3.55

A Personal Emergency Evacuation Plan (PEEP) will be put in place for any children or members of staff with additional needs or disabilities.

### Annual Risk Assessment

- An annual fire risk assessment takes place and is reviewed in accordance with fire safety legislation
- Any actions resulting from the annual risk assessment shall be recorded and dated on completion of the necessary action
- All fire prevention and detection equipment is serviced on a six monthly basis
- Fire extinguishers are serviced on an annual basis
- The named Fire Warden Ruth Claydon and Deputy Fire Wardens Nicky Welland and Terry Newman are responsible for carrying out regular tests of:
  - fire alarm points on a weekly basis,
  - emergency lighting monthly,
  - organising and carrying out regular fire drillsand for maintaining records of all of the above checks.
- The fire drill log includes details of how long it took to evacuate the building, how long it took to complete a head count and any problems encountered and how they will be resolved
- Copies of all fire safety records and certificates will be kept in the setting at all times
- All staff will be required to complete basic fire awareness training as part of their induction, this will be refreshed as necessary.
- Ofsted will be notified of any incident that affects the smooth running of the nursery

### Daily risk assessment

The following checks are recorded on a daily basis, all staff are responsible for carrying out and recording these checks

- Ensuring that all fire extinguishers are in place
- Ensuring that all fire exits are clear
- Any hazardous substances are stored or disposed of safely in accordance with our Health and Safety Policy
- Any possible fire hazards are reported to the Fire Officer/Deputy Fire Officers
- Fire doors are in working order
- Ensuring that the Fire Procedure is displayed in each of the rooms of the building

## IN THE EVENT OF A FIRE:

The following emergency procedure must be followed

- Raise the alarm using the nearest fire alarm call point
- All staff and children must leave the building calmly by using the appropriate fire exit
- Staff must ensure their room registers and grab bag are taken to the assembly point
- Make your way to the Infant School playground assembly point.
- The children should be lined up by room
- The fire officer and first deputy fire officer will be responsible for ensuring that all rooms are clear and collecting the orange grab bag and telephone box from the staff room. The second deputy officer will ensure that the staff and visitor register, laptop, office mobiles, and office grab bag are taken to the assembly point.  
Once outside 999 will be called and the infant school will be notified.
- A register will be taken of all children, staff and visitors
- A head count will be taken
- We will contact all parents/carer's to make them aware of the incident as soon as is reasonably possible and if necessary request collection of their child
- All steps will be taken to reassure children, staff and other persons present whilst the situation is being dealt with. The muster point is located at a safe distance away the building but may be moved further away from the area affected if deemed necessary for the safety of all.
- The fire drill log book will be completed
- The nursery will re-open once the building is deemed safe by the emergency services

### General points

- Fire exits **must** be kept clear and accessible at all times
- Staff should be aware of the location of all children at all times
- The building must **not** be re-entered until declared safe to do so.

Signed: Ruth Claydon

Date: 24th October 2019

Review Date: October 2020