

17. Fire Safety

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

The manager Jo Aspinall 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 manager 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 manager checks fire detection equipment and fire exits on a weekly basis.

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 activating the fire alarm
- Immediately evacuate the building under guidance from the manager on duty
- Using the nearest accessible exit lead the children out, assemble at the agreed fire assembly point, across Fern Hill Road outside St Walburga's School (in the event of a real emergency evacuation, St Walburga's have agreed that we can use a room within the school)
- Close all doors behind you wherever possible
- Staff who are out of ratio (the manager, owner, chef etc) will immediately make their way upstairs to help evacuate the baby and toddler rooms
- Some babies will be placed in slings on the back of practitioners who can then also carry a child at the front
- 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 or 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.

The manager/team leader is to:

- Pick up the children's register, staff register, keys, visitor book and emergency contacts list
- Telephone emergency services: dial 999 and ask for the fire service
- In the fire assembly point area (St Walburga's School) 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

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- Do not attempt to go back in and fight the fire
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