# Westlands Nursery Fire Safety Policy

Please note this policy should be read alongside the Trust Health and Safety Policy and the Trust Premises Management Policy which outline additional systems and procedures in place. The fire safety policy and procedures are also linked with those in place at Ashdown House as this forms part of the same building and should be read alongside their fire safety policy and procedures.

**It is the duty of the responsible person on site to ensure the safety of children, employees and other persons on the premises. Our Nursery Manager and Deputy Manager are our named responsible people.**

**Fire Safety**

- The nursery will ensure that there are adequate fire extinguishers, and fire blankets in accordance with the fire safety guidelines.
- There are five emergency exits in the nursery, which are clearly marked as FIRE EXIT. These are located in the Caterpillar Room, Ladybird Room, Butterfly Room, Bee Room and the main front entrance.
- These areas will remain unobstructed at all times.
- Fire drills will be held every term, or more often if there is a higher percentage of part time children or staff.
- Records are kept of fire drills and servicing of fire safety equipment. The fire drill log will include; the date and time of the drill, how long it took, whether there were any problems that delayed the evacuation and any further action to be taken to improve the drill procedure.
- The fire exit plan is displayed in each room.
- Famly - the app we use to record children's attendance among other things, contains the emergency contact details of all children, for this reason, each room will have at least one work phone with them in the event of an evacuation. The manager and/or Deputy will also take their phones out during an evacuation a) in case the wifi signal is not strong enough on the work mobile phones and b) to ensure we have a phone to contact parents/carers.
- Blankets and a first aid kit will be brought out at each evacuation, these are kept in a grab bag with the evacuation cot in the Caterpillar room.
- Firefighting equipment will be serviced regularly.
- It is essential that all staff know the fire drill procedures and will act accordingly, staff will have training in how to operate the equipment.
- All nursery furniture will comply with the relevant British Safety Standards.

**Fire Prevention**

The Nursery will take all steps possible to prevent fires occurring. As such, the manager and the staff team are responsible for:

- Ensuring that power points are not overloaded with adaptors.
- Ensuring that the Nursery Smoking, Alcohol and Drugs Policy is always observed.
- Checking for frayed or trailing wires.
- Checking that fuses are replaced safely.

- Storing any potentially flammable materials safely.
- A fire risk assessment is in place for the Ashdown building, this includes the part of the building occupied by the nursery.
- The evacuation procedure is explained to new members of staff, volunteers and students

**Emergency Evacuation Procedure**

A member of staff will raise the alarm immediately and the Managers/Deputy will designate a member of staff to contact the emergency services and meet them on their arrival - this will usually be a senior member of staff.

Upon hearing the fire alarm the following procedures will be actioned across all areas of the setting:

- The Nursery manager and Deputy manager will assist in the evacuation of other rooms as appropriate without re-entering the building.
- Room leaders and staff will collect their work phone and make their way, with the children, to the emergency exit. Staff will encourage children and act as a visual signpost so the children will know where to go.
- The Nursery manager/Deputy manager, along with an allocated member of staff from the Bee Room, will support the evacuation of the nursery pets.
- For babies and children who are not walking, staff will assist the children as appropriate and ensure they are taken to the evacuation area with the appropriate equipment to keep them safe (ie evacuation cot).
- Children and staff will evacuate and meet at the designated assembly point as outlined on the fire evacuation plan.
- The nominated room staff member will check the area is empty and join the other staff at the assembly point.
- Room leaders will headcount to check that all children are present and accounted for and signal to the Nursery manager
- Once everyone is assembled outside, senior staff will communicate with the lead member of staff at Ashdown House to identify if/when it is safe to return to the building.
- If it is deemed to be unsafe we will then follow our 'Business Continuity Plan'

In addition to the evacuation procedures, a personal emergency evacuation procedure is written for every person who has a disability, which may affect his or her ability to recognise that an emergency is taking place or to evacuate a building unaided. This procedure will be specific to the individual's needs and abilities.

*This Policy was adopted by Westlands Nursery and was last reviewed October 2026 it will be reviewed in November 2027*