

Fire Safety Procedure

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

The Nursery Manager and designated fire officer make 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.

The Nursery Manager and designated fire officer has overall responsibility for the fire drill and evacuation procedures. These are carried out and recorded for each group of children at least 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 Nursery Manager and designated fire officer 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 extinguishers and blankets			
Evacuation pack			
Smoke/heat alarms			
Fire alarms			
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside			

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.

The registers are to be taken and those present recorded in red pen 'FD' (Fire Drill).

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
- Using the nearest accessible exit lead the children out, assemble at [insert fire assembly point location]
- The room leader is to close all doors and windows behind them wherever possible
- Emergency evacuation cots are provided for evacuating babies and are stored in an easily accessible location
- 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.

Please also refer to the settings Fire Safety Procedure displayed within the nursery.

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 identity of the children and other adults with you.

The Nursery Manager, designated fire officer and room leader is to:

- Pick up the 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 – the room supervisor is to 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.

Suspected Bomb Procedure:

In the event that the nursery suspects a bomb is on or near the premises the above fire drill procedure is to be followed. However, a more suitable meeting point will be accessed; this is referred to as a 'safe building'

When dialling the emergency services, the Nursery Manager is to also ask for the police.



‘Safe Building’:

In the event that the nursery can not be accessed again following a fire or suspected bomb threat staff will take children to the ‘safe building’.

This is located at: [\[Insert location details\]](#)

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	Date for review
Feb 2020	Feb 2021