

Maple Minis Fire Safety

At Maple Minis Nursery, 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, Kath Formby, 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 every term or as and when a large change occurs. 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 site manager checks fire detection and control equipment and fire exits in line with the timescales in the checklist below.

Fire checklist

	Who checks	How often
Escape route/fire exits (all fire exits must be clearly identifiable)	MW/ KF	Weekly
Fire extinguishers and blankets	Church Fires	Every year
Smoke/heat alarms	LA	Every 6 months
Fire alarms	MW	Weekly
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	KF, JS, EO, LM	Daily

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 on our electronic signing in system. 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
- Using the nearest accessible exit lead the children out, assemble at the front of the school in the small car park.
- Close all doors behind you wherever possible.
- Shout for help if there are more babies than staff can carry.
- 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 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 business manager/ receptionist is to:

- Pick up the children's register, staff register, mobile phone, keys and visitor log
- 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.

Date of Policy – Feb 2021

Date of Review – Feb 2023

Nursery Manager signature.....

Deputy Nursery Manager.....