

Fire Safety



EYFS: 3.55, 3.56, 3.57

At Kabuki Childcare Centre we take reasonable steps to ensure the safety of children, staff and others on the nursery premises in the case of a fire or other emergency through our fire safety policy and emergency evacuation procedures.

The operations manager is Harrison Pooley.

We ensure the nursery premises are compliant with fire safety regulations, including following any major changes or alterations to the premises. The business and operations manager ensures we have all the appropriate fire detection and control equipment (e.g. fire alarms, smoke detectors, fire blankets and/or fire extinguishers) are in working order and seeks advice from the local fire safety officer as necessary.

They also have overall responsibility for the fire drill and emergency 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 are planned to 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.

All staff receive fire safety and evacuation training (including as part of induction) to help them understand their roles and responsibilities. This includes the steps they must take to ensure the safety of children, for example keeping fire doors free from obstruction, how to safely evacuate the children and where the evacuation meeting point is situated. Each room has a specific evacuation plan, which includes information such as evacuating non-mobile babies and using alternative exits depending on where the fire may be situated.

The Business Development Manager and the Nursery Manager checks fire detection and control equipment and fire exits in line with the timescales within the checklist below.

Fire checklist

| | Who checks | How often | Location |
|---|--------------|-----------|------------------------------|
| Escape route/fire exits (all fire exits must be clearly identifiable) | Sarah Glover | Daily | Along all fire escape routes |

| | | | |
|--|-----------------|-----------|--|
| Emergency lighting | Harrison Pooley | Monthly | Above all fire escapes throughout the nursery |
| Fire extinguishers and blankets | Sarah Glover | Daily | CO2 + water In the main entrance. CO2 + foam extinguisher in the hallway from the bottom room to the kitchen. The Fire blanket and CO2 extinguisher are on the wall in the kitchen to the left of the door. |
| Evacuation pack | Sarah Glover | 6 monthly | On the coat hooks to the left of the fire exit from the top room |
| Smoke/heat alarms | Harrison Pooley | Weekly | One in reception under the fire panel, staff room, left of the fire exit, top room left |
| Fire alarms | Harrison Pooley | Weekly | |
| Fire panel | Harrison | Weekly | In the main reception under the main fire alarm, staff room, left of the fire exit, top room left of the garden door and baby room above the sink |
| Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside | Sarah Glover | Daily | Fire door to the staff room, Fire door to the entrance of the bottom room 2-5's, Fire door to the main entrance of the building, Fire door to the top room entrance to the garden, Door to the entrance of the baby room garden. |

A deputy fire marshal is appointed to over see this role when the fire marshal is absent. The deputy fire marshal is Emily Galston, Deputy manager.

Registration

An accurate record of all staff and children present in the building must be kept at all times with children and staff must be marked in and out on arrival and departure. An accurate record of visitors is kept in the visitor's book. These records are taken out along with the register and emergency contacts list in the event of a fire.

No smoking/vaping policy

The nursery operates a strict no smoking/vaping policy – please see this separate policy for details.

Fire drill procedure

On discovering a fire:

- Calmly raise the alarm by breaking the alarm
- Immediately evacuate the building under guidance from the manager on duty (Collecting children's room register, where applicable)
- Using the nearest accessible exit lead the children out, assemble at the fire evacuation point located at the perimeter wall facing the grassed area at the rear of the car park
- Clear the ground floor including toilets (staff & children's), kitchen, staff room, office & garden. Switch off gas and electric supplies. The gas cut off is located outside at the back of the building in-between the staircase and office window. The electricity cut off is located in the cupboard in the reception area.
- Close all doors and windows behind you wherever possible
- The baby room staff will take the babies out of the fire door to their garden if it is clear from fire and place them in the evacuation buggies located in the conservatory in Fairfield house opposite the baby room gate.
- Children or adults with mobility difficulties will be supported by a member off staff following their own risk assessment
- 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 and/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 in charge is to:

- Pick up the central children’s register, where applicable, staff register, nursery 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 located at the perimeter wall facing the grassed area at the rear of the car park – 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.

This policy is updated at least annually in consultation with staff and parents and/or after a fire evacuation practice and/or fire.

| This policy was adopted on | Signed on behalf of the nursery | Date for review |
|-----------------------------------|--|------------------------|
| <i>01/09/23</i> | <i>H.Pooley</i> | <i>30/08/24</i> |