



Fire Safety

Little Star Nursery understands the importance of minimising fire hazards and dealing with any outbreak in a calm and professional manner.

Fire Prevention

The staff of the nursery is responsible for:

- Ensuring that power points are not overloaded with adaptors.
- Ensuring that the No Smoking policy is always observed.
- Checking for frayed or trailing wires.
- Checking that fuses are replaced safely.
- Unplugging all equipment before leaving the premises.
- Storing any potentially flammable materials safely.

The Manager will explain fire safety procedures to new staff, students and volunteers as part of the induction process.

Fire drill procedure and practice

- All staff are aware of the location of all fire exits, the fire assembly point (which is next to the willow house in the back garden or if unreachable in the front car park) and where fire safety equipment is stored.
- Children will be made aware of the fire safety procedures during their settling in period and on regular occasion from then on. All children will be made aware of the location of fire exits and the fire assembly point.
- Fire drills will be carried out on a termly basis and when new staff or children start at the setting. They will ensure they cover each day to ensure part time children are aware of procedures.
- Fire doors and fire exits are clearly marked, are not obstructed at any times, and are easily opened from the inside.
- The Manager will appoint a designated Fire Safety Officer who will be responsible for arranging fire drills and tests. Fire drills will take place periodically and staff will be informed of when these will occur
- The current Fire Officer is KATE WILSON
- A full record of each fire drill will be recorded, including any notes/ observations for future drills

In the event of a fire

- A member of staff will raise the alarm immediately by the sounding of a whistle (one is kept over each fireplace) and the emergency services will be called at the earliest possible opportunity.

- All children will immediately be escorted out of the building and to the assembly point using the nearest marked exit. No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.
- Children who are not mobile will be carried by a member of staff. This responsibility falls to the child's Key Person, or the member of staff assigned as their "buddy".
- Staff should be aware of any child who is at that time sleeping in the baby room and they would be woken up and transported accordingly.
- The entire premises will be checked by the Fire Safety Officer and the register will be collected, providing that this does not put anyone at risk. On exiting the building, the Fire Safety Officer will close all accessible doors and windows to prevent the spread of fire.
- The Fire Officer will take with them the fire bag, which is situated in the kitchen next to the fire blanket, containing:
 - First Aid kit (to be taken in addition to the fire bag)
 - Change of clothes
 - Nappy
 - Baby wipes
 - Warm blanket
- The register will be taken and all children and staff accounted for. If any person is missing from the register, the emergency services will be informed immediately.
- If for any reason the designated fire safety officer is absent at the time of an incident, the Manager will assume responsibility or nominate a replacement member of staff.

Policy revised Jan 2019