

FIRE SAFETY POLICY

The following procedures will apply to all rooms:

- The person who discovers the fire will raise the alarm by pressing the fire panel / alarm point in the room.
- The 'Person in Charge' will investigate the reason for the fire alarm. If flames and smoke have been seen or smelt then the fire service must be called immediately using 999.
- The room leader or senior member of staff for that room will collect an iPad, the evacuation bag, children's emergency medication.
- Staff will work together to ensure the children all leave the building via the closest and easiest fire exit.
- One member of staff is responsible for taking with them a pre-packed evacuation bag containing the following items: nappies and wipes (if applicable), parental contact details / ipad, phone and charger, foil blankets, bottles and ready-made formula.
- The last person in each room will complete a final sweep of the room, including nappy changing areas and toilets. As areas are checked the doors should be closed behind them.
- Any supernumerary and support staff should help in rooms where children are less mobile ie babies. As we care for a number of babies and young children who may find it difficult to walk it may be necessary to use evacuation cots and walking ropes to safely get children out of the building.
- Once a room has assembled at their allocated area a head count should be completed to ensure all children and staff are present. The Room Leader should then let the Person in Charge know everyone is present.
- In the event of the building being unsafe to return to, children and staff should report to the 'place of safety'; this will be in Pre-prep at Bilton Grange school.
- The Nominated Individual will be notified.

The Person in Charge at Little Grange Nursery will be the Nursery Manager or another member of the management team in their absence.

The day-to-day responsibility and operational arrangements for monitoring compliance with the terms of this Fire Safety Policy and the Schools' fire safety procedures are delegated to the Fire Safety Officer. There are daily checks of fire exits and doors which form part of the opening and closing check and maintenance will complete weekly checks of fire call points and emergency lighting.

Review Date: May 2024
Responsible Person: A. Biddlestone