

At the Teddy Bears Inn Day Nursery, we make sure the nursery is a safe environment for children, parents, staff and visitors through our fire safety policy and procedures.

The owners 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 owners have overall responsibility for the fire drill and evacuation procedures. These should be 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 will occur at different times of the day to ensure evacuations are possible under different circumstances and all children and staff participate in the rehearsals.

Fire checklist

	Who checks	How often	Location
Escape route/fire exits			
Fire extinguishers and blankets			
Smoke/heat alarms			
Fire alarms			
Fire doors closed and in good repair			

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.

No smoking policy

Children's health and well-being is of utmost importance for the children in our care. Smoking has proved to be a health risk and in accordance with childcare legislation, the

nursery operates a strict no smoking policy within its buildings and grounds. You are respectfully requested to abstain from smoking whilst on the premises. This rule also applies to staff, students, parents, carers, visitors and contract workers etc. Staff accompanying children outside the nursery are not permitted to smoke e.g. whilst on an outing. Parents joining us on outings are requested not to smoke during this time.

Fire drill procedure

On discovering a fire:

- Calmly raise the alarm by breaking the alarm glass
- Immediately evacuate the building under guidance from the manager
- Using the nearest accessible exit lead the children out, assemble the assembly point within the garden perimeter clear of the building.
- Check all rooms and close doors.
- **Do not** try to collect personal belongings on evacuating the building
- **Do not** attempt to go back in and fight the fire

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 manager is to:

- Pick up the children's register, mobile phone, safe house keys, visitor book and fire bag (containing emergency contacts list, nappies, wipes and blankets)
- Telephone emergency services: dial 999 and ask for the fire service
- At the fire assembly point area (furthest gate away from nursery within the garden perimeter) check the children against the register
- Account for all adults - staff and visitors
- Move children down to Nursery entrance gate
- Re-assemble and head to safe house (Annette Hill, 14 Fenside Drive, Newborough) and contact parents.

- Advise the fire services of anyone missing and possible locations and respond to any other questions they may have.

Remember

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- **Do not** attempt to go back in and fight the fire