



The Granary Nursery School  
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## Fire Safety Policy

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The EYFS states: "Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency, and must have an emergency evacuation procedure. Providers must have appropriate fire detection and control equipment (for example, fire alarms, smoke detectors, fire blankets and/or fire extinguishers) which is in working order. Fire exits must be clearly identifiable, and fire doors must be free of obstruction and easily opened from the inside.'

It is the duty of the 'Responsible Person' ie the owner / manager to ensure the safety of employees and other relevant persons and takes into account requirements of the Regulatory Reform (Fire Safety) Order 2005.

At The Granary Nursery School we ensure our premises present no risk of fire by providing the highest possible standard of fire protection. The management and staff are familiar with current legal requirements. When necessary will we seek the advice of a competent person, such as our fire officer, or fire safety consultant.

- The Manager/Supervisor is responsible for arranging the Fire Drills, which they will delegate to a different staff member to perform. These will happen once every term or if we have a new member of staff, student or volunteer we will do one as part of their induction, Alarms will be checked once a week as part of the risk checks by staff. All information will be recorded signed and dated.
- The Granary Nursery School has a fire risk assessment which is reviewed whenever significant changes to the premises or use of premises is planned and, in any event, at least annually.
- Notices detailing the evacuation and assembly point are placed around the nursery, with one in each classroom (Caterpillar and Butterfly) and both entrance areas.
- Specific plans for the evacuation of less able-bodied people are devised in consultation with staff as required and kept in the fire log.

- An evacuation practice is carried out termly (more often if new staff or volunteers join the setting)
- Staff check fire exits daily as part of daily risk assessment to ensure exits remain clear and doors open easily.
- Staff are trained in the use of firefighting equipment in the nursery and other techniques to enable them to deal with a situation where a person's clothing is on fire, and to enable them to escape in an emergency.
- Records are kept of fire drills and the servicing of fire safety equipment

## Emergency evacuation procedure

Our emergency evacuation shows the following instructions:

- How children are familiar with the sound of the fire alarm
- How the children staff and parents know where the fire exits are.
- How children are led from the building to the assembly point.
- How they will be accounted for and who by.
- Who calls the emergency services and when in the event of a real fire.
- How parents are contacted.

- **Fire alarm.**

The sound of the alarm is identified by 3 short blasts on a whistle, which all staff and children are familiar with through discussion and regular fire drills.

- Fire Exit Fire exits are clearly marked and are kept clear at all times
  - Practitioners quickly and quietly lead a;; children through the nearest fire exit (Located in each classroom and entrance way)
  - Children are led to the assembly point – in the car park in front of the nursery.
  - The manager or staff member in charge will collect the registration folder in order to contact parents in the event of a real fire.
  - The visitors' book will also be collected.
  - The manager will do a sweep of the office, quiet room, coat area and adult toilet, kitchen.
  - Butterfly Room Leader to check classroom and toilet area.
  - Caterpillar Room Leader to check classroom and toilet area.
  - Fire doors (door from corridor to Butterfly Class and Kitchen door) will be closed if possible.
  - Children and staff will be accounted for by checking the register.
- **Evacuation and Assembly Point:**
  - Fire Extinguishers are checked annually by the fire officer and certificates are recorded, staff are also given training on how to use the appropriate extinguisher

