



## The Wye Nursery Policies and Procedures

### **Fire Safety Policy and Emergency Evacuation Procedure**

**The Wye Nursery understands the importance of vigilance to fire safety hazards. The Wye Nursery has had a recent fire inspection and notices explaining the emergency evacuation procedure are positioned near every fire exit. All staff, students and volunteers working in the building are made aware of the fire safety policy and emergency evacuation procedures as part of the induction process. Children are made aware through regular unannounced fire drills.**

- All staff, students and volunteers are made aware of the location of all fire exits, the fire assembly point and where fire-fighting equipment is located.
- All staff will undergo training in how to use basic fire-fighting equipment. Particular attention is paid to the various types of fire extinguisher and their methods of operation.
- All children are made aware of the fire safety procedures through regular unannounced fire drills and through every day learning/discussions.
- Fire doors and exits are clearly marked, easily opened from the inside and are not obstructed at any time.
- Fire exits are always kept closed but never locked.
- Fire extinguishers and alarm systems are regularly tested.
- All fire drills and fire incidents will be recorded in the incident record book.
- The manager is the designated fire safety officer who will be responsible for arranging fire drills and tests.

#### **Summary of fire safety rules:**

- The nursery operates a no smoking policy, and this is strictly enforced.
- All staff and volunteers receive fire training and understand the policies and procedures involved.
- All fire exits are clearly marked and kept clear; they should not be locked when there are people on the premises.
- All electrical power points are protected with safety guards if not in use.
- All electrical wires leads/appliances are safe and fit for purpose and tested by



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- approved electricians on a regular basis.
- Fire extinguishers, fire blankets etc conform to fire safety regulations and are checked regularly.
- The fire drill is displayed at various points throughout the provision.
- Smoke detectors are checked regularly.
- Fire drills will be carried out and recorded regularly.
- Staff will be made aware of any changes to policy or procedure.
- The provision has adequate public liability and employer liability insurance.
- Trailing leads and extensions must be avoided. Their use, if essential, should be with caution and temporary (being taken up immediately after use).
- All waste materials will be disposed of carefully in such a way that they do not constitute a hazard to employees or users.
- Any potentially flammable materials will be stored safely.
- No employee should use chemicals without the knowledge required to work with those chemicals safely.
- Curtains and carpets must be non-flammable and conform to British Safety Standards.
- Heating appliances must be sited in a safe place and be guarded.
- Adequate fire detection and fire extinguishers must be readily available, and staff will know how to operate them.
- Any recommendations made by the Fire Safety Officer must be complied with and satisfactory records kept.
- All employees will be aware of, respect and adhere to the rules and procedures contained in this policy.
- All employees shall immediately report any unsafe practices or conditions to the manager.



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### **Procedure to follow in the event of a fire or any other emergency evacuation:**

- If a fire is seen or suspected in the building, raise the alarm at once. Break glass points are situated near each exit.
- On hearing the fire alarm, the staff in each room are responsible for ensuring that the children and students/volunteers are collected together and taken out of the nearest fire exit. The supervisor or person in charge of the room that day is responsible for collecting the register.
- All staff are to remain calm and carefully walk the children to the assembly point which is the entrance to: **Halo Leisure Pool, St Martins Street, Hereford.**
- The manager or person in charge that day will call the emergency services (999) as soon as possible once the building has been evacuated.
- No-one is to attempt to re-enter the building to collect personal belongings after the evacuation.
- Each room will take the register to ensure that all children, staff and visitors are accounted for. If anyone is missing, the emergency services will be informed immediately by the person in charge that day.
- The manager or person in charge that day will be responsible for contacting the children's parents to advise of the situation and to collect their children from the assembly point.
- The children will kept safe and warm until the emergency services have advised the manager/person in charge whether we can re-enter the building or until parents have collected their children.