

Reddish Vale Nursery School

Fire Safety Policy

The Headteacher has overall responsibility for fire drill and evacuation procedures. These will be carried out and recorded (minimum of three per year) or as and when a large change occurs, e.g. a large intake of children or a significant change in pupil numbers. These drills will take place at different times of the day to ensure evacuations are possible under different circumstances. The evacuation is documented and reviewed for any identified actions required.

Fire checklist

	Who Checks	How Often	Location
Escape Route / Fire Exits	Caretakers / All Staff	Daily	Throughout Building
Fire Extinguishers and Blankets	Caretakers Approved Contractor	Daily Visual Annual or as required.	As per Fire Plan
Smoke / Heat Alarms	Approved Contractor	Annual and interim checks	Throughout Building
Fire Alarms	Caretaker Approved Contractor Part of planned evacuation	Weekly Annual and Interim checks Termly	As per Fire Plan
Fire Doors Closed & in Good Repair	Approved Contractor	Daily Visual Annual or as required.	Throughout Building

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 using Inventory. An ipad with the 'Evac' app must be taken out by the responsible persons along with the green registers in the event of a fire. The communication website [Teachers2parents](#) is used to contact parents if required.

No Smoking Policy

Children's health and wellbeing is of utmost importance for the children in our care. Smoking has proven to be a health risk and in accordance with childcare legislation, the nursery operates a strict no smoking policy within its buildings and grounds. Parents/carers are respectfully requested to abstain from smoking whilst on the premises. The rule also applies to staff, students and visitors.

We respect it is personal choice to smoke, although the nursery supports healthy lifestyles and therefore will help staff and parents/carers to stop smoking by:

- Providing fact sheets and leaflets
- Providing information of local help groups
- NHS quit smoking helpline / website: www.smokefree.nhs.uk
- Offering information regarding products available to help stop smoking
- Offering in-house support

Fire Procedure

On discovering a fire:

All Staff:

- Calmly raise the alarm by breaking the alarm glass
- Immediately evacuate the building. Do not try to collect personal belongings on evacuating the building
- Do not attempt to go back in and fight the fire
- Do not attempt to go back if any of the children or adults are not accounted for
- Advise the fire services immediately if anyone is missing
- Communicate with Senior Managers/Caretaking Staff and ensure that the 'All Clear' has been given before returning to the building using the "Walkie Talkies" available in each room.

Nursery - Based Staff working with Children

1. Using the nearest exit lead the children out, taking all available ipads installed with the 'Evac' app, a walkie talkie and the green registers with you and assembling at the appropriate fire assembly point location.
2. Allocated members of staff to check all rooms, toilets etc. to ensure all children and staff have evacuated.
3. Close all doors behind you.
4. Account for all children. Communicate with Senior Managers/Caretaking Staff and ensure that the 'All Clear' has been given before returning to the building using the "Walkie Talkies" available in each room.

SLT/Administrative Staff

1. Telephone Emergency Services: dial 999 and ask for the fire service
2. Check the location of the fire using the Slave Panel located near the exit **if safe to do so**
3. Pick up and take the ipad installed with the 'Evac' app and a walkie talkie outside to the assembly point.
4. At the designated Fire Assemble point – check any staff or visitors who have exited via the reception area.
5. Account for all adults recorded as being on site in the nursery.
6. Give the 'All Clear' **if safe to do so** using the "Walkie Talkies" and communicate this with the Stockport Family Centre.

Senior Staff:

1. Organise the coordination of communication
2. Following the Fire write up details of the incident as soon as possible after the event.

Links to other policies, procedures & guidance: <ul style="list-style-type: none">• Health & Safety Policy and Procedures• Fire Procedures & Risk Assessments & Action Plan	
Version / Status	Approved
Date Reviewed	Summer 2018
Where Agreed	Governing Board
Review Date	Summer 2021

