

Fire Safety

Policy Statement

The nursery ensures our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The Nursery Manager and practitioners are familiar with the current legal requirements. Where necessary we seek the advice of the university Fire Safety Officer who also undertakes an annual fire safety risk assessment.

Safety Checks

- Daily safety checks are carried out to ensure the general safety of the nursery and the immediate perimeter.. Action is taken at this time to make all areas fit for purpose.
- Fire alarms are tested weekly by the nursery management team; this information is recorded on the Fire Alarm and Evacuation Log.
- The fire alarm system is linked to the University Security Department. Emergency lighting is routinely checked by the University of Reading.
- Fire extinguishers are checked annually, this is the responsibility of the University of Reading.

Routine Evacuations

The nursery conducts routine practice evacuations from the building to ensure that all practitioners and children are familiar with the procedure for safe evacuation. Practice evacuations take place at least once a term. Routine practice evacuations are evaluated and recorded, any amendments to the procedure required as a result of the evacuation is communicated within the team by the Nursery Manager (or other management team members carrying out the practice evacuation). Issues may also be reported to the University Fire Safety Officer as deemed appropriate.

Fire Safety Equipment Locations

Fire extinguishers are located at the main entrance of the nursery, in the main corridor heading towards the under 3s unit and near to the staff facilities and emergency exit. Practitioners should ensure the safe evacuation of all children and visitors before attempting to tackle a fire. Only when practitioners have received the necessary training should attempt to tackle a fire using an extinguisher. Evacuation notices are located at all fire exit points.

There is a fire blanket located in the kitchen.

Practitioner Training

Practitioners are made aware of the evacuation procedure during their induction programme and are required to continue to make themselves aware of the fire exits and aware of

emergency evacuation plans. Any changes to this policy are communicated to practitioners by a notice in the staff room, team meetings and policy updates.

In the Event of a Fire

In the event of a fire the instructions displayed around the nursery **MUST** be adhered to. In addition to the displayed fire evacuation notices located at all fire exit points the following action should be taken in the event of a fire evacuation:

- The Nursery Manager or Deputy Nursery Manager/Third in Charge are responsible for the nursery. A practitioner will remain at the entrance of the nursery to prevent anyone from entering the building during the evacuation.
- Unit Heads and Room Leaders will ensure that all areas of a room are checked and the children/practitioners are accounted for. Should a child/practitioner not be accounted for then the person in charge will raise the alarm immediately and will inform the fire brigade when they arrive if the child has not been located. The procedure for a lost child should also be followed in the event that a child is unaccounted for.
- Practitioners must take the room register for each room with them when they evacuate so that a roll call can be taken and emergency contact numbers are at hand should they be required to contact children's parents.
- The person in charge of the building should account for visitors by checking the visitors sign in book.
- If it is anticipated that we are unable to re-enter the nursery or if we are required to remain outside for a long period of time practitioners will accompany the children and visitors over to 3Sixty in RUSU until it is safe to return or until the children have been collected by their parents/after practitioners contacting them to collect their child.