



5.3 Fire Protection Policy

POLICY STATEMENT(S):

The Nursery ensures our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The Nursery Principal and staff are familiar with the Civil defense evacuation and fire safety requirements.

Risk Assessments

The LHN Fire Safety Officer / Nurse 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. These checks identify any potential hazards that may cause fire or prevent exiting the building safely in the event of an emergency evacuation. Action is taken at this time to make all areas fit for purpose.
- Fire alarms are tested weekly by the Nursery Management team;
- The fire alarm system is linked to the AD Fire Department. Emergency lighting is routinely checked by the Nursery.
- Fire extinguishers are checked annually, this is the responsibility of the Nurse OHS Officer.

Routine Evacuations

The Nursery conducts routine practice evacuations from the building to ensure that all staff 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 Principal. The Nursery Principal will also communicate any action needed to be repaired or reviewed.

Fire Safety Equipment Locations

Fire extinguishers are located at the main entrance of the Nursery, in the main corridor heading near classes and emergency exit. Staff should ensure the safe evacuation of all children and visitors and all clear is given. Evacuation notices are located at all fire exit points.

There is a fire blanket located in the kitchen.





Staff Training

Staff 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 staff by a notice in the staff room and team meetings.

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 Principal or Deputy Nursery Principal are responsible for the Nursery and will act as a fire marshal. The fire marshal will safely remain at the entrance of the Nursery to prevent anyone from entering the building during the evacuation.

- Unit Heads and Nursery Teachers will ensure that all areas of a room are checked and the children are checked against the room registers once evacuated. Should a child not be accounted for then the person in charge will raise the alarm immediately and will inform the fire department 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.

- Nursery staff must take the class list 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.

