



Fire Safety

At Ribbons Preschool we take reasonable steps to ensure the safety of children, staff and others on the nursery premises in the case of a fire or other emergency through our Fire safety policy and Emergency evacuation procedures. We comply with the Regulatory Reform (Fire Safety) Order 2005 and accompanying Statutory guidance.

The designated fire marshal is Joanne Watkins- Freeman, Company director and Teacher.

We ensure the nursery premises are compliant with fire safety regulations including following any major changes or alterations to the premises. Any recommendations made by the Fire and Rescue Service are complied with. The designated fire marshal ensures we have all the appropriate fire detection and control equipment (e.g. fire alarms, smoke detectors, fire blankets and/or fire extinguishers), it is in working order and seeks advice from the fire and rescue service as necessary.

They also have overall responsibility for the fire drill and evacuation procedures.

These are carried out and recorded for each group of children every three months or as and when a large change occurs, e.g. a large intake of children or a new member of staff joins the preschool. These drills are planned to occur at different times of the day and on different days to ensure evacuations are possible under different circumstances and all children and staff participate in the rehearsals.

The designated fire marshal checks fire detection and control equipment and fire exits in line with the timescales in the checklist below.

	Who checks	How Often	Location
Escape route/fire exits (all fire exists must be clearly identifiable)	Jo Watkins-Freeman Kate Watkins-Freeman Abigail Welsh	Daily	Front, side and back of preschool.
Fire extinguishers and blankets	FPS Fire group	Annually	Front lobby, main room, and side entrance. Kitchen
Emergency Lighting	Jo Watkins-Freeman Kate Watkins-Freeman FPS Fire group	Weekly Annually	Main room, front lobby, side entrance and kitchen.
Smoke/heat alarms	Jo Watkins	Weekly	Main room, small classrooms and kitchen.
Fire alarms	Jo Watkins	Weekly	Main room, front lobby, side entrance and kitchen.
Fire doors closed in good repair, doors free obstruction and easily open from inside.	All staff	Daily	Front, side and back of preschool.

Registration

An accurate record of all staff and children present in the building must be kept at all times; children and staff must be marked in and out on arrival and departure. An accurate record of visitors is kept in the visitor's book. These records are taken out along with the register and emergency contacts list in the event of a fire.

No smoking/vaping policy

The nursery operates a strict no smoking/vaping policy – please see this separate policy for details.

Fire drill procedure

On discovering a fire:

- Calmly raise the alarm by breaking the alarm glass
- Immediately evacuate the building under guidance from the manager on duty
- Using the nearest accessible exit lead the children out, assemble in the car-park at the front of the building
- Close all doors behind you wherever possible
- Do not stop 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 in if any children or adults are not accounted for
- Wait for emergency services and report any unaccounted persons to the fire service/police.

If you are unable to evacuate safely:

- Stay where you are safe
- Keep the children calm and together
- Wherever possible alert the manager of your location and the identity of the children and other adults with you.
- Keep all fire doors closed tight

Jo Watkins-Freeman is to:

- Pick up the children's register, mobile phone, keys and visitor book (containing emergency contacts list)
- In the fire assembly point area – (in the carpark) check the children against the register
- Account for all adults: staff and visitors

Kate Watkins-Freeman is to:

- Sweep the building for any children that have not exited – check all rooms and toilets

The Deputy Manager is to:

- Telephone emergency services: dial 999 and ask for the fire service
- Advise the fire service of anyone missing and possible locations and respond to any other questions they may have.

The Manager is to:

- Lead the quick evacuation of the building by all staff and children.

Katarzyna Koprowska is to:

- Ensure any vulnerable children are able to exit quickly and safely.

Sarah Sheppard is to:

- Ensure [REDACTED] is able to exit quickly and safely.

Chloe-Lou Thomas is to:

- Ensure [REDACTED] are able to exit quickly and safely.

All other staff are to:

- Enable quick evacuation of the building by all children.

Remember

Do not stop 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 in if any children or adults are not accounted for.

This policy is updated at least annually in consultation with staff and/or after a fire evacuation practice and/or fire.

This policy was adopted on: 23.08.19

This policy was amended on: 09.01.2020

Signed on behalf of the preschool: K.Watkins-Freeman

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