



QUEENS PARK MONTESSORI DAY NURSERY

**155 Richmond Park Road
Bournemouth
Dorset
BH8 8UA**

Telephone: (01202) 523293

Proprietor: Mrs Alison Toms

Ofsted Reg: EY242933

**A Unique Child
1.3 Keeping Safe
1.4 Health and Well-being**

**STAY SAFE
BE HEALTHY**

EYFS Statutory Framework: 3.54, 3.55, 3.56

FIRE SAFETY POLICY

At Queens Park Montessori Day Nursery we make sure the nursery is a safe environment for children, parents, staff and visitors through our fire safety policy and procedures.

The manager (Alison Toms) makes sure the nursery premises are compliant with fire safety regulations, including following any major changes or alterations to the premises and seeks advice from the local fire safety officer as necessary.

The manager has 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 nursery. These drills will 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 manager checks fire detection and control equipment and fire exits in line with the timescales in the checklist below.

Fire checklist

	Who checks	How often	Location
Escape route/fire exits (all fire exits must be clearly identifiable)	All staff	Twice daily during room checks	All exterior doors

Fire extinguishers and blankets	Local fire safety officer	Annually	Staff room, entrance hall, kitchen
Smoke/heat alarms	Nursery manager	Monthly (last Friday of every month)	Hall and sleeproom
Doors free of obstruction and easily opened from the inside	All staff	Twice daily during room checks	All doors

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 in the visitor's book. These records must be taken out along with the register and emergency contacts list in the event of a fire.

No smoking policy

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

Fire drill procedure

On discovering a fire:

- Calmly raise the alarm by blowing the nearest fire whistle
- On hearing the whistle, immediately evacuate the building by the nearest fire exit, leading the children in your group
- Assemble by the large tree in the centre of the garden. Manager to call the register, room supervisors to answer on behalf of the children
- If staffing allows, extra staff in the conservatory and Montessori rooms will be designated to assist with the babies
- Any child requiring extra support will be assigned two members of staff to assist with evacuation, including the child's one-to-one support worker
- 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.

The manager is to:

- Collect child and staff signing in sheets from the hall, visitor book, and fire evacuation pack (containing emergency contacts list, mobile phone, back door keys)
- Telephone emergency services: dial 999 and ask for the fire service
- In the fire assembly area, check the children against the register
- Account for all adults: staff and visitors
- Advise the fire service of anyone missing and possible locations and respond to any other questions they may have

Room supervisors to:

- Collect the children's contact details folders

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 was adopted on:

Signed on behalf of the nursery:

Date for review: