



QUEENS PARK MONTESSORI DAY NURSERY

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

Telephone: (01202) 523293

Proprietor: Mrs Alison Toms

Ofsted Reg: EY242933

FIRE SAFETY POLICY

At Queens Park Montessori Day Nursery 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.

The owner/manager (Alison Toms) makes sure the nursery premises are compliant with fire safety regulations, including following any major changes or alterations to the premises. They ensure we have all the appropriate fire detection and control equipment (e.g. fire whistles, smoke detectors, fire blankets and/or fire extinguishers) and it is in working order, 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 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.

All staff receive fire safety and evacuation training (including as part of induction) to help them understand their roles and responsibilities. This includes the steps they must take to ensure the safety of children, for example keeping fire exit doors free from obstruction, how to safely evacuate the children and where the evacuation meeting point is situated. Each room has a specific evacuation plan, which includes information such as evacuating non-mobile babies and using alternative exits depending on where the fire may be situated.

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
Evacuation pack	Nursery manager	Monthly (or after use)	Hall, on shelf above welcome poster

The deputy manager (Ali Percy) is appointed to oversee this role when the manager is absent.

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 is kept in the visitor's book. These records are taken out along with the signing in sheets and each room's contact details file 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 blowing the nearest fire whistle
- On hearing the whistle, immediately evacuate the building by the nearest fire exit, leading the children in your group
- The room supervisor of each room is responsible for taking the signing in sheets and contact details file.
- 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
- Close all doors behind you wherever possible
- If needed, 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 the nursery mobile phone, keys, visitor book and [evacuation pack \(containing emergency contacts list, nappies, wipes, blankets, etc.\)](#)
- Telephone emergency services: dial 999 and ask for the fire service
- In the fire assembly area (around the large tree in the garden), 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 files and signing in sheets.

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 and/or after a fire.

This policy was adopted on:

Signed on behalf of the nursery:

Date for review: