



# Lilliput Lane Nursery

The Little Nursery for Little Learners

## FIRE SAFETY POLICY

Scotland: NCS 3.7

At Lilliput Lane 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 Anne McInnes makes sure the nursery premises are compliant with fire safety regulations and seeks advice from the local fire safety officer as necessary, including following any major changes or alterations to the premises.

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)	Keyholder staff on arrival	Daily	Front entrance and side door to common close
Fire extinguishers and blankets	Manager	Annually	Throughout the Nursery
Evacuation pack			
Smoke/heat alarms	Manager or supervisor	Weekly	All rooms, kitchen and hallway
Fire alarms	Manager	Weekly	Above kitchen doorway
Fire doors closed and in good repair doors free of obstruction and easily opened from the inside	Manager	Weekly	Throughout the Nursery



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### 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 pressing the fire alarm button
- Immediately evacuate the building under guidance from the manager on duty
- Using the nearest accessible exit lead the children out, assemble at the East end of the terrace, junction of Glasgow Road and Mansionhouse Road.
- 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 to your location and inform them of the identity of the children and other adults with you.

The manager is to:

- Pick up the children's register, staff register, mobile phone, keys, visitor book and fire bag/evacuation pack (containing emergency contacts list, nappies, wipes and blankets)
- Telephone emergency services: dial 999 and ask for the fire service
- In the fire assembly point area – at the East end of the terrace, junction of Glasgow Road and Mansionhouse Road, 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.

### 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.



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This policy will be reviewed periodically in line with best practice and legislation and amended where appropriate.

This policy was adopted on	Signed on behalf of the nursery	Date for review
26 March 2016		<i>As and when required</i>