



Fire Safety & Evacuation



The
Little Green Frog
Nursery & Pre-School

At **The Little Green Frog Nursery and Pre School** 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 designated fire marshals are the nursery managers: Ruth Johnson and Izzy Edwards.

We ensure the nursery premises are compliant with fire safety regulations, including following any major changes or alterations to the premises. The designated fire marshals ensure all the appropriate fire detection and control equipment (e.g. fire alarms, smoke detectors, fire blankets and/or fire extinguishers) is in working order and seeks advice from the local fire safety officer as necessary.

As Fire Marshalls, they also have overall responsibility for the fire drill and emergency evacuation procedures. We aim to do these once a month and a minimum of 6 times a year. These drills are planned to occur at different times of the day and on different days of the week 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 doors free from obstruction, how to safely evacuate the children and where the evacuation meeting point is situated.

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

Fire checklist

	Who checks	How often	Location
Escape route/fire exits (all fire exits must be clearly identifiable)	Nursery managers and room leaders	Daily and continuously	Throughout nursery.
Emergency lighting	Nursery managers	Monthly	Above fire exits
Fire extinguishers and blankets	Fire extinguisher inspector from reputable company.	Yearly	By front door Outside kitchen door.
Smoke and/or heat alarms	Managers	Monthly	Kitchen
Fire alarms	Managers	Monthly	Nursery entrance.
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	Nursery managers and room leaders	Daily and continuously	Raindrops room and Sunbeams room back doors Raindrops room front door Front door to nursery.





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The room leaders are appointed to oversee this role when the managers/designated fire marshals are absent.

Registration

An accurate record of all staff and children present in the building must be kept at all times with children and staff 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.

Emergency Evacuation

On Discovering a Fire:

Raise the alarm by pressing the button on the nearest **call point** which will activate the fire alarm siren.

On hearing the Fire Alarm:

Children in each room should be immediately and calmly led out by a **non-senior member** of staff by the nearest available exit and walk around the outside of the building to our fire assembly point which is in **Ashfield Primary School Playground**.

Room Leaders to take registers and follow the group out of the building checking corners, toilets etc. as they leave. Room leaders to close the internal doors as they leave.

Kitchen/Office Staff

Any staff who are in the building and not in one of the children's rooms (e.g. cook or tea-time staff) should go to the Raindrops Room, if it is safe to do so, to help carry babies out of the building.

At the Fire Assembly Point

The first member of staff to take babies/ children out should head count as soon as they are safely away from the building then call this number back to the room leader. The room leader will have the register and will know if this is the correct number. The room leader will then know on leaving the building if all the children are outside.



Manager in charge should be the last to leave the building taking the **staff/ visitors boards, parent contact numbers and a mobile phone** and closing all doors as they leave.

Do not attempt to collect personal belongings on evacuating the building.

Do not attempt to go back in and fight the fire.

Front Evacuation

In the event that the rear fire exits are blocked, or your nearest exit is the Front door, Sunbeams children are to be guided out through the main front door and exit to the nursery car park. Raindrops to exit onto the carpark through their front fire exit door. Perform a headcount in the car park before guiding the children to the gate which separates our car park from Ashfield Primary playground. (next to our caravan door)

The lead adult should release the gate padlock (code 1819) and open the gate to calmly guide the children to our Fire Assembly point. Children should be encouraged to walk in pairs, holding each other's hands and staff should spread themselves evenly across the line of children and last person is to close the school gate.

Caravan Evacuation

Should the fire alarm activate whilst you are in the caravan, please leave by the caravan entry door and assist any staff with children if they are also in the car park or release the gate padlock (code 1819) to join the others at the Fire Assembly point on the school playground.

Pavement evacuation

If there is no choice but to take the children onto the pavement e.g. Caravan is on Fire/ Gate is blocked. Safely guide the children in pairs, ensuring that they are walking closest to the inside of the pavement with staff on the roadside. Make your way along the pavement towards Ashfield Primary School. A maximum of 5 people can wait by the school crossing (protected on the pavement by the barrier) and signal your presence to the rest of the staff assembling on the school playground. If there are more than 5 of you, please make your way through the Ashfield Primary School car park to join the others at the assembly point in the school playground.

When assembled on the School Playground:

Manager in charge to double check that all staff and children are safe and present. In the event of a fire, manager in charge to use mobile phone to call 999 or nominate a member of staff to go to the school to call 999 and ask for the fire brigade.

Room Leaders to check children against the register.

Manager in charge to check staff and visitors against the appropriate boards and to nominate a member of staff to wait for the fire brigade. Manager in charge to then lead the staff and children to Ashfield Primary School reception who will guide us to the school Hall to wait. Manager in charge will contact parents using registers and contact lists as well as send notification on Nursery in a Box, so that they can come to collect their child. The Ashfield School headteacher and caretaker are aware of these plans.

In the event that a member of the management team is not in Nursery to do this. Please contact:

Ruth:

Mobile: 07733 467180

Izzy

Mobile: 07951 324902



