



Lilliput Lane Nursery

The Little Nursery for Little Learners

Fire Safety

HSCS: 5.17

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 nursery manager Anne McInnes and designated Fire Marshalls, Paula Harkins and Stephanie McGee 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 designated fire marshal has overall responsibility for the fire drill and evacuation procedures. These are carried out and recorded for each group of children every six 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 designated fire marshals and Keyholder staff 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)	Any Keyholder member of staff on arrival at the nursery	Daily on arrival, throughout the day and at close of business	Main front entrance and hallway, front playroom, main hallway and side door Fire Exit route through common close
Fire extinguishers and blankets	Third party, Firepoint Ltd.	Annually	Various locations throughout the building
Evacuation pack	Responsible person leading the evacuation	Quarterly	Located in main hall with First Aid Boxes



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Smoke/heat alarms	Third Party, E.S.P. Security Systems (Scotland) Ltd	Annually	Various locations throughout the building
Fire alarms	Third Party, E.S.P. Security Systems (Scotland) Ltd.	Annually	Various locations throughout the building
Fire doors closed and in good repair; doors free of obstruction and easily opened from the inside	All nursery staff are responsible for keeping emergency exits clear.	Daily, this forms part of the daily Hazard and Risk Assessment Checks	Various locations throughout the building

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 **breaking the alarm glass**
- Immediately evacuate the building under guidance from the on duty fire marshal
- Using the nearest accessible exit lead the children out, assemble at the East End of the terrace at the 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
- Follow the exit route, a copy of which is posted in every room in the nursery
- 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



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- 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 fire marshal or team leader 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 – 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.

This policy was adopted on	Signed on behalf of the nursery	Date for review
20 October 2020		As required