



# The Duckling Nursery Ltd.

## Fire Safety Policy

Date policy was adopted: 16/08/2024

Date last reviewed: 01/09/2025

Frequency of review: Annually

At The Duckling 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 designated fire marshal is: **Mrs Moore**

Writtle Junior School ensures that the nursery premises is compliant with fire safety regulations, including following any major changes or alterations to the premises. The Writtle Junior School ensures 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.

The designated fire marshal has overall responsibility for the fire drill and emergency evacuation procedures. These are carried out with the Writtle Infant School termly 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 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. There is a specific evacuation plan displayed by the back door of the nursery, which includes information such as using an alternative exit depending on where the fire may be situated.

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

	Who checks	How often	Location
Escape route/fire exits (all fire exits must be clearly identifiable)	WJS fire inspection officers	Annually	Both Nursery external doors
Fire extinguishers/fire blanket	WJS fire inspection officers	Annually	By back Nursery external door
Evacuation pack	Manager	Termly	Nursery internal storage cupboard

Smoke and/or heat alarms	WJS fire inspection officers	Annually	Throughout the building
Fire alarms	WJS fire inspection officers	Annually	In the Writtle Infant School Building
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	Mrs Moore	Weekly	Throughout the Nursery

The deputy fire marshal: **Miss Anderson** is appointed to oversee this role when the designated fire marshal is 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. This is completed throughout the day across all our sessions using Tapestry. An emergency printed register is used if the internet isn't working and the Manager's mobile phone can be used to access tapestry if the Fire Tablets are unable to show this information. An accurate record of visitors is kept in the digital visitor's book. This can also be accessed on the Nursery laptop or the Manager's Mobile phone if internet is down. An emergency contacts list is kept in the evacuation pack if parents need to be contacted and the children collected sooner than usual.

## 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 pressing fire alarm button or ringing the bell stored on the top shelf of the Nursery internal storage cupboard.
- Staff immediately evacuate the building collecting a device with registers and visitors book access and the evacuation bag stored by the bell.
- Using the nearest accessible exit lead the children out through the garden and assemble on the Writtle Infant School playground at the front of the Nursery or on the school field.
- Fire marshals will close all doors and windows wherever possible.
- Any children who are reticent to be evacuated can be carried out by a member of staff whilst remaining calm at all times.
- Once outside, Marshal will do a headcount.
- 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 and/or 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 designated fire marshal is to:

- Sweep the nursery and garden if it is safe to do so to check all children are accounted for.
- Manager will collect a device containing the central children's register and staff register and visitor book, keys, personal mobile for back-up internet and evacuation pack (containing emergency contacts list, nappies, wipes and blankets, etc.)
- Telephone emergency services: Dial 999 and ask for the fire service (if Writtle Infant School haven't already done so).
- Call the Writtle Infant School if the fire is in the Nursery
- In the fire assembly point area – the Writtle Infant School playground - account for all 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.