

University of Warwick Nursery

FIRE SAFETY AND EVACUATION POLICY

We are aware that it is our responsibility to always keep the children in our care safe, every effort will be taken to prevent the outbreak of a fire in the nursery. This will include.

- ensuring that all electrical equipment is checked regularly, PAT tested annually, and discarded if damaged.
- the nursery building fabric and other fabrics used in the nursery will be of a flame retardant material.
- no naked flames will be used in the nursery or outdoor areas.
- no smoking will be allowed in the nursery or close proximity to the nursery.
- All fire detection and control equipment is checked regularly by the University Estates Department weekly and regular fire evacuation drill take place.

On discovery of a fire (or other emergency requiring evacuation of the premises) the following action should be taken:

1. The person discovering a fire should:

- Set off the fire alarm
- Seek to isolate the fire from the rest of the building (by closing doors etc...) if safety allows.

2. The nursery staff should lead the children to the prearranged place of safety via the nearest emergency exit (Nursery car park).

3. Fire extinguishers should only be used:

- To extinguish fires that are threatening an evacuation route
- If staff are trained and confident in their use
- If their use is not going to put the children or staff members at risk.

4. The most senior member of staff on duty will collect the registers for both staff and visitors as well as a list of the contact details for all the children and will ensure that all the children and staff have evacuated the premises safely. This information is held in the staff signing in register.

5. The most senior member of staff in each room will collect a first aid box

6. A member of staff from each room should collect the room registers and any on-going medication the children will need as they evacuate the nursery.

7. When evacuating children from the baby rooms, an evacuation cot should be used where available.

8. Where children are having a nappy change when the fire alarm is sound, every effort must be made to ensure the child's dignity and warmth but at the same time not delaying the evacuation of the building. This may mean wrapping the child in a towel or blanket.

9. When evacuating the nursery building, all fire doors should be closed. The priority is to ensure the children are removed from the building quickly and safely.

10. A roll call should be carried out as soon as the children are gathered at the assembly point

11. The building must not be re-entered until declared safe by the Community Safety Team or the Emergency Services.

12. In the event that we are unable to return to the building, the children will be taken to Scarman House until their parents are contacted and can collect them.

Fire evacuation practices will take place frequently. This may take the form of a full practice with the co-operation of the university fire officer and security team or on an 'in-house' basis where each nursery room practice evacuating their own area.

Each practice should take place at a different time and on a different day from the last. A written record should be made of each practice recording the numbers of staff, children and visitors in attendance the time taken to evacuate the nursery, and any notes made that could result in changes to the way evacuations are conducted.