



2-4 Brook Street  
Luton, Bedfordshire  
Tel: 01582 730510  
www.trainingdepot.co.uk



## Fire Precautions/Fire Procedures Policy

The building and fire equipment are checked on a yearly basis by an external professional company. There are foam fire extinguishers in Tigers den, by the first-floor exit steps upstairs and in the hallways on both floors. The powder fire extinguisher and the fire blanket are both in the kitchen. All staff are to be aware of their locations. Staff who have received training in the correct use of fire extinguishers, and are confident in using them, are to be encouraged to use them if they discover a fire.

All staff are to take note and follow the Fire Procedure given on the notices by the Fire Exits. All staff are to be aware of the location of all the Fire Exits.

Fire doors are to be kept closed. All Fire Exit routes are to be **kept clear at all times.**

There are 6 Fire Alarm call points that are situated in the **2** in Cubs baby room, **1** near the front floor, **1** Tigers toilet upstairs, **1** in the main kitchen, **1** near the Fire Exit on 1<sup>st</sup> floor. All staff are aware of their locations and how to operate them.

### FIRE PROCEDURE

If a fire starts anywhere in the building the nearest fire alarm activator must be activated by pushing the central button. This sets off the main building fire alarm for complete evacuation.

On hearing the fire alarm, everyone is to vacate the building by the nearest Fire Exit as safely and quickly as possible. No one should stop for any personal belongings including coats or shoes.

Staff are to help the children in their allocated Nursery Room to vacate the building calmly and assemble in a safe place – which is the Veterinary Car Park, opposite the Nursery.

- In the Cubs Room, the children are to evacuate from the main Cubs Room via the door leading into the Cubs extension room, children are then to evacuate from the Baby Room extension back door, leading past the staff room at the back of the Nursery, out the side gate, across the road into the Veterinary Car Park. The Baby Room extension does have double doors leading into the Nursery playground area which can be used in an emergency if appropriate. (The safest route is to be used when there is a real fire).
- The Tigers Leaders in charge of the room are to assist the Tigers staff with the evacuation of Tigers room children via, either the outside fire staircase, out the side gate and across the road to the Veterinary Car Park or, down the main staircase, out of the main entrance to the building and across the road to the Veterinary Car Park. Staff will be vigilant in ensuring that all children cross Brook Street safely. (The safest route is to be used when there is a real fire).
- Staff in the kitchen ensure that the gas supply to the oven is turned off, that windows are closed, or the extractor fan turned off. Then to help the Cubs Room staff.
  - The electricity mains control is under the stairs on the ground floor.
  - The gas mains control is in the larder.
- Staff in the staff room exit through the gate by the garage.

Senior staff / room leader in charge of the room are to check their Nursery Room and toilets where possible to ensure all the children have been evacuated. Specifically:

- Cubs senior staff check both the ground floor toilets
- Office team to check the kitchen and staff room



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- Tigers senior staff to check the second-floor room and first floor toilet

Senior staff covering the office that is Miss Salma / Miss Majeda / Miss Nargis will collect the registers and clip board (which has telephone contact numbers for children), staff time sheets, student/volunteer and Visitor registers and a mobile telephone. Office staff will then complete a final check to ensure the building has been totally evacuated – this to include closing windows where it is safe and appropriate. Room senior staff will check the room registers and then office staff will double check the numbers of children will then check that all children referring to the office register where appropriate. Office staff will check that all staff/students and visitors are present from the registers. Deputy Managers to comfort the children and staff.

Office staff will call the Emergency Services by dialling **999** if a fire is found in the building.

Staff must wait for clearance from the Fire Services in the case of a fire or by the most senior staff in cases of a fire drill and practice before re-entering the building.

If it is not possible to return to the building the children will be taken into the Veterinary Surgery to be kept warm and dry and to await collection by their parents. Office staff along with Deputy Managers, will contact parents/carers and inform them that the children will need to be collected from the Veterinary Surgery. Staff will stay with the children until they are all collected.

## **FIRE PRECAUTIONS**

### **Conclusions of Fire Hazard And Risk Assessment**

Fire extinguishers, emergency and exit lighting and the alarm system are checked annually and details recorded. One fire alarm call point is tested each week and the emergency lights are tested once a month and any faults / problems recorded and corrected immediately.

Fire evacuation practice is undertaken every 2 months, with the time of the drill and evacuation alternating between morning and afternoon. This ensures all staff and children have the opportunity to participate in a fire evacuation practice. This ensures that correct procedures are understood and followed. Details of any evacuation are noted in the Fire Logbook. Any problems or issues raised are discussed by supervisory staff and alternative procedures may be introduced.

All staff read the Fire Precautions and Procedure Policy, which forms a part of the induction process for all staff and students.

Electrical equipment and appliances are checked by an electrician every 3 years and details of PAT tests are recorded and record sheets are kept in the office.

Red foam fire extinguishers are suitable for fires burning ordinary combustible material such as wood, paper and textiles. There is a black carbon dioxide extinguisher for electrical fires.

All staff are to be aware of the fire extinguisher locations. Directions of use are displayed on the side of each extinguisher. Staff are to understand the dangers of using the wrong type of extinguisher in areas of special risk, such as on fat fires, electrical or chemical fires.



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Staff know how to notify Miss Salma our Health and safety officer or a senior member of staff in charge about a fire, by operating the nearest fire alarm call point, and how to call the Fire Brigade.

All nursery rooms have appropriately labelled fire directions and exits. All staff are to take note of them. Internal Fire doors are to be kept closed (to prevent the spread of fire). All exits are to be unlocked when the building is occupied. Fire doors are to be unobstructed.

When Training Depot Day Nursery is closed, all windows, doors and gates are secured and locked. Staff locking up set the intruder alarm and ensure that all internal fire doors are closed.

All rubbish is taken to the outside bins. The outside bins remain away from the nursery buildings.

No smoking is permitted inside the perimeter fence.

The senior member of staff in charge must be aware of the positions of incoming gas and electric mains. They must know how to switch off these mains supply. They must know how to switch off the gas cooker in the kitchen.

All electrical heaters, lights, toilet fans and the kitchen fan are switched off when a room is vacated and at the end of each day.

Reviewed by Miss Sandhya Aug 24