

3.3 Fire safety & No smoking

Policy

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The person in charge and staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Electrician, Fire Officer, or Fire Safety Consultant.

We comply with health and safety regulations and the Safeguarding and Welfare Requirements of the EYFS in making our setting a no-smoking environment - both indoor and outdoor.

Procedures

- We make sure the setting is a safe environment for children, parents, staff and visitors through our fire safety policy and procedures.

Designated people

Our fire marshal (the Manager) who leads fire safety in the setting is:

- The manager makes sure the premises are compliant with fire safety regulations, including following any major changes or alterations to the premises and seeks advice from the local fire safety officer as necessary.
- The manager has overall responsibility for the fire drill and evacuation procedures. These are carried out and recorded for each group of children every three 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 manager ensures the following timescales and checks are completed:

	Who checks	How often
Escape route/fire exits (all fire exits must be clearly identifiable)	All staff	Continuously
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	All staff	Continuously
Fire extinguishers and blankets	Manager / Deputy manager / chef	Annually
Smoke alarms	Manager / Deputy manager	Quarterly
Fire alarms	Manager / Deputy manager / Supervisors	Quarterly
Emergency lighting	Manager / Deputy manager	Quarterly
Fire Assembly point sign/ area	Manager	Quarterly

Fire assembly point location:

- The manager has experience, and receives training in fire safety, sufficient to be competent to carry out the risk assessment; this will follow the Government guidance Fire Safety Risk Assessment - Educational Premises (HMG 2006).
- Our fire safety risk assessment focuses on the following for each area of the setting:
 - Electrical plugs, wires and sockets.
 - Electrical items.
 - Gas boilers.
 - Cookers.
 - Matches.
 - Flammable materials – including furniture, furnishings, paper etc.
 - Flammable chemicals.
 - Means of escape.
 - Anything else identified (refer to risk assessment folder).
- Where we rent premises, we will ensure that we have a copy of the fire safety risk assessment that applies to the building and that we contribute to regular reviews.

Registration

- An accurate record of all staff and children present in the building must be kept at all times and children/staff must be signed in and out on arrival and departure. An accurate record of visitors must be kept in the visitor's log. These records must be taken out along with the register and emergency contacts list in the event of a fire.

Fire drill procedure

- On discovering a fire:
 - Calmly raise the alarm by breaking the alarm glass.
 - Immediately evacuate the building under guidance from the manager on duty.
 - Head count children in your care. Do not leave children unattended.
 - Communicate effectively with working colleagues. An adult leading and a adult at the back.
 - Using the nearest accessible exit, lead the children out, assemble at the fire assembly point location.
 - Close all doors behind you wherever possible.
 - Be calm and take your time when walking down stairs. Follow emergency lighting directing to the nearest exit.
 - Supervisors (and/or available workforce) to assist in evacuating babies.
 - Staff to assist with evacuating children or adults with mobility difficulties.
 - Complete and check registers.
 - 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/police. Ask children to sit on the floor whilst waiting.
 - Follow the instructions of emergency services.
 - Staff to take lifesaving medication when evaluating. (e.g. Insulin).

- 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.
- During an evacuation the manager is to:
 - Have access to an electronic device to: children's register, staff register, keys, visitor log and emergency contacts list.
 - Take out a mobile phone.
 - Contact emergency services: dial 999 and ask for the fire service.
 - check that children have all been accounted for against the register at the fire assembly point.
 - 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.
 - Contact area-manager / director as they will have access to all information to support with contacting parents. Customer Care may assist.

Fire Drills

- When performing a fire drill record:
 - The date and time of the drill.
 - The number of adults and children involved.
 - How long it took to evacuate.
 - Whether there were any problems that delayed evacuation.
 - Any further action taken to improve the evaluation procedure.

No smoking policy

- We are committed to promoting children's health and well-being. This is of the utmost importance for the setting. Smoking has proved to be a health risk and therefore in accordance with legislation, the childcare setting operates a strict no smoking policy within its buildings and grounds. It is illegal to smoke in enclosed places.
- All persons must abstain from smoking while on the premises. This applies to staff, students, parents, carers, contractors and any other visitors to the premises. All staff, parents and volunteers are made aware of our no-smoking policy.
- We display no-smoking signs.
- We actively encourage no-smoking by having information for parents and staff about where to get help to stop smoking if they are seeking this information.
- Staff conform to guidance outlined in our employee and health & safety handbooks.
- Staff accompanying children outside the setting, are not permitted to smoke. We also request that parents accompanying children on outings refrain from smoking while caring for the children.
- Staff who smoke do not do so during working hours. Unless on a break and off the premises. Staff must not smoke whilst wearing uniform as it is essential that staff are positive role models to children and promote a healthy lifestyle. If staff choose to smoke during breaks they are asked to change into their own clothing and smoke away from the main entrance.
- Staff who smoke during their break make every effort to reduce the effect of the odour and lingering effects of passive smoking for children and colleagues. If odour is evident staff are sent home immediately, unpaid and the disciplinary process will proceed.
- We advise parents to ensure no tobacco, smoking materials and or devices (vaping) are stored in children bags or in an area accessible to the children.
- Staff may check children's bags routinely.
- We do not accept 'vapour smoking' within our settings. This is prohibited and is seen as a form of gross misconduct.
- Staff understand they cannot smoke when on visits or outings.
- Staff must not smoke in company uniform.
- We respect that smoking is a personal choice, although as an organisation we support healthy lifestyles. We aim to help staff and parents to stop smoking by:
 - Providing details of the NHS quit smoking helpline - www.smokefree.nhs.uk
 - Offering information regarding products that are available to help stop smoking
 - Offering counselling for staff

