



Fire Safety

Katey's Nursery & Pre-school understands the importance of vigilance to fire safety hazards. The Nursery has an up-to-date fire certificate, and notices explaining the fire procedures are positioned next to every fire exit, visitor/staff toilet and call point. All staff, students, volunteers, and children are made aware of the fire safety procedures set out in this policy.

All staff are aware of the location of all fire exits, the fire assembly point and where fire safety equipment is stored. Particular attention is paid to distinguishing between the various types of fire extinguisher and their methods of operation. (Refer to website www.hse.gov.uk)

Children will be made aware of the fire safety procedures during their settling in period and on regular occasions from then on. All children will be made aware of the location of fire exits and the fire assembly point.

Fire doors and fire exits are clearly marked, are not obstructed at any times, and are easily opened from the inside.

Fire exits are kept always closed but never locked, during the session. Fire extinguishers and fire alarm systems are regularly tested in accordance with manufacturers' guidance.

The designated Fire Safety Officer who will be responsible for arranging fire drills and tests. Fire drills will take place periodically and staff will be informed of when these will occur.

The Nursery will hold fire drills without warning and the frequency will be identified in the Nursery's 'Fire Evacuation records'

All fire drills, fire incidents and equipment check will be recorded.

Fire Prevention

The Nursery will take all steps possible to prevent fires occurring. As such, the Manager and the staff team are responsible for:

- Ensuring that power points are not overloaded with adaptors.
- Ensuring that the Nursery's Smoking, Alcohol and Drugs Policy is always observed.
- Checking for frayed or trailing wires.
- Checking that fuses are replaced safely.
- Unplugging all equipment before leaving the premises.
- Storing any potentially flammable materials safely.

The branch manager will explain fire safety procedures to new staff, students, and volunteers, as part of the induction process.

All our Policies & Procedures are crafted to ensure the highest possible standards at our setting and will be reviewed every 3 years or sooner, if necessary, in light of specific events or relevant statutory changes.