



The Orchard Day Nursery

Wembley

Fire Safety Policy

Reviewed: January 2026

Review date: January 2027

The Orchard Day Nursery, Wembley is committed to equal treatment for all regardless of sex, disability, religion or belief, sexual orientation, gender reassignment, age, race, ethnic origin, marital status, pregnancy or maternity. We aim to create a friendly, caring and perceptive environment in which every individual is valued. We endeavor to contribute positively towards the growing autonomy, self-esteem and safety of each child.

INTRODUCTION

The Orchard Day Nursery, Wembley is committed to providing a safe environment for its staff, children and visitors. Part of this safety responsibility is in the provision and management of fire safety systems and procedures. All members of the nursery, their visitors and contractors, have a statutory responsibility in ensuring compliance with the law and complying with the fire safety provisions defined within this policy.

Fire is recognised as a major threat to the activities of the nursery. An outbreak of even a small fire creates risk to both life and property, damage to the environment and may compromise our normal business activities.

The nursery will ensure, so far as is reasonably practicable, that the risk associated with fire will be managed in compliance with the Regulatory Reform (Fire Safety) Order 2005 and any other relevant legislation that may impact upon it.

POLICY AIMS

The aims of this policy are, therefore, to provide a robust Fire Safety framework, which will be implemented to secure the safety and wellbeing of everyone within the nursery and to protect the nursery's assets.

Management/ Prevention of Potential Fire Hazards

- Boiler, sparks from light switches and other electrical equipment may be a potential hazard. They are serviced annually by British Gas. Electrical equipment is all PAT tested annually.
- Smoking on the premises is forbidden including e-cigarettes.
- Paper and card throughout the nursery should not be allowed to accumulate in piles.
- Bins are emptied each evening.
- All fabric/furniture should be flame retardant and should conform to British Standards.
- Hazardous chemicals are stored in a locked cupboard and access is restricted to authorised personnel.
- A cut off main switch is in the cupboard underneath the stairs, near nursery entrance for electric.
- A cut off main switch is outside near the school entrance for gas.
- Any smell of gas should be reported immediately to the nursery office who will call the emergency number for the gas board and evacuate the building.
- All portable appliances are PAT tested annually.
- Fixed wiring is inspected by an external company every 5 years. No electrical equipment should be bought into the nursery without the knowledge of the nursery/ deputy manager as this will be subject to PAT testing.
- Laptops/Ipads are stored out of reach of children and they are not left unsupervised with these devices.
- Fire doors are installed at the point of high risk.
- All internal doors are closed at the end of the day.

- Contractors on site are required to complete a hotwork permit and are fully instructed on the procedure for fire safety compliance and action to be taken in the event of a fire.
- The Nursery Manager or in his/her absence the Deputy Manager liaises with the fire service to request assistance and to conform with new legislation.

PROCEDURES TO BE FOLLOWED:

Action on discovering a fire

If the fire is discovered by a staff member or visitor, the alarm will be raised by activation of the nearest call point (by pressing the button) or commencing manual warning (whistle, shout etc)

If fire is detected by automatic detectors, this will trigger the fire alarm.

These are situated as follows:

1. Behind School Main Reception (Ground Floor)
2. Near Nursery Entrance (Ground Floor)
3. Top of stairs near Staffroom (First Floor)
4. Near Head of Centre's Office (First Floor)
5. Top of stairs near Willow Room (First Floor)
6. Near Beech Room (Ground Floor)

The Fire extinguishers are located as follows:

- Main School reception (H2O, Foam)
- First floor corridor near Sensory room (Foam)
- First floor top of landing by Sensory room (CO2)
- Ground floor outside Beech class (H2O, CO2)
- Ground floor near Nursery Entrance (H2O, CO2)
- Outside Head's office in corridor (CO2, Foam)

These may be used to tackle a fire if it is of a minor nature, but the **primary responsibility of staff is to ensure that the building is evacuated and the children are led to safety.**

Fire Warning

The fire alarm bell will sound throughout the building once the call point has been triggered. All children and staff should be thoroughly familiar with the bell, so that they can respond immediately.

Evacuation

On hearing the fire alarm, staff should swiftly but calmly assemble the children they are with and marshal them out of the building to the main assembly point onto the pavement opposite the nursery. The primary escape routes are as follows:

Babies exit out the Baby Room, through Nursery Entrance and then out the gate.
Toddlers and Pre-schoolers exit through the Nursery Office and then out the gate.
Staff in the Nursery kitchen, exit onto nursery playground, through the main nursery room, then through nursery office and then out the gate.
All toilets need to be checked by staff to ensure no children left behind.

The secondary escape routes if the primary escape route is blocked, is as follows

- Exit through the main entrance to the School.

Within the building single file should be observed as far as possible for smooth evacuation. No one should stop to collect any items of personal value.

Procedure for registers

A copy of each classes register is kept in the Evacuation Bag, located in the cabinet near the Nursery Entrance. This will be used to register children, along with the staff register and visitor sign in/out tablet, located in the Nursery Office.

Assembly Points

The main assembly point is in the pavement on the corner of East Lane and Castleton Avenue. This involves crossing a small, residential road. This crossing will be supervised by SLT, allowing staff to take the register for their class.

The Nursery Manager/ Deputy Manager will make a final check of the building, to ensure no person has been overlooked (if it is safe for them to do so).

All members of staff are responsible for safe evacuation of children in their charge at the time of fire.
Single file should be observed as far as possible for smooth evacuation.

DO NOT stop to collect any items of personal value

Power Isolation

If the fire stems from an electrical fault the power supply should be turned off if it is safe to do so. Power to electrical items not in use should be turned off and the electrical item unplugged from socket.

Call the Fire Brigade

Upon hearing the fire alarm, the Nursery Manager and the Deputy Manager is responsible for calling the fire brigade using the nursery telephone. If this is not possible a mobile phone may be used, or alternatively the telephone of a neighbour.

The fire brigade is called:

- by dialling 999 and asking for the Fire Brigade;
- giving the Nursery's address as 5/6 Castleton Gardens, Wembley, HA9 7QJ
- giving details as to the position and strength of the fire as known.

Liaison

The Nursery Manager in his/her absence the Deputy Manager, should liaise with the emergency services when they arrive.

Fire Fighting Equipment

Firefighting equipment is provided within fire exit routes and may be placed adjacent to some specific risks, such as computer servers, electrical transformers etc. The extinguishers are provided for use by trained competent persons but should only be used when it is safe to do so and the escape route from the site of fire is not compromised. Under no circumstances should a fire be confronted without first raising the alarm. All staff are required to familiarise themselves with the extinguishers provided within the relevant premise and the fire classification that may influence their limitations of use.

The following fire fighting equipment is provided in the buildings:

- Water/hydrospray fire extinguishers for use on fires containing wood, paper, fabrics etc. These must not be used on electrical fires or on burning flammable liquids.
- CO2 extinguishers are provided for electrical fires. They may also be used to extinguish burning flammable liquids.
- A fire blanket and powder extinguisher is provided in the kitchen for smothering pan fires.

Specific Responsibilities

The Nursery Manager and/or the Deputy Manager is responsible for:

- Alerting the Fire Brigade;
- Carrying out a final check of the building, to ensure evacuation is complete;
- Verifying that the roll calls have been made and are correct;
- Liaising with the emergency services;
- Switching off the Alarm.

The Nursery/ Deputy Manager is also the Nursery's responsible person (Fire Marshal), responsible for:

- Fire risk assessment and its review
- Fire risk prevention policy
- Fire procedures and arrangements
- Training records
- Fire practise drills
- Certificates for the installation and maintenance of fire fighting systems and equipment.

All members of staff are responsible for

- The safe evacuation of the children in their charge at the time of the fire.

Visitors and temporary staff

All visitors and temporary staff should be made aware by the deputy manager of the nursery's evacuation plan.

Training Required

All staff should be familiar with fire procedures, including distinguishing the fire alarm from any other bells. They should also be aware of the position of Fire Call Points and fire extinguishers.

New staff should be provided with the following training when they start work, as part of their induction:

- The emergency action plan as specified here.
- How to operate the fire alarm and what the warning signal is.
- The location of all fire safety equipment.
- The location of all Fire Call Points.
- The location of all fire exits for both primary and secondary escape routes.

Fire drills will take place regularly so that all staff have practice in following the correct emergency procedure. The Nursery/ Deputy Manager will record details of the date, time and time taken to perform the fire drills.

Emergency Evacuation Procedure to Wembley Primary School

In the event of a serious emergency, with the likelihood for serious risk from remaining in the initial evacuation point, staff will assess the severity of the risk to children and may need to evacuate all children and staff to the nearest safe place: Wembley Primary School, as per the procedure below.

Following on from a fire alarm, evacuation and assembly and register checks, if deemed necessary by the Nursery /Deputy Manager, children may be escorted to Wembley Primary School.

Children will be led by staff members. If possible, staff and children should wear a high-visibility vest. Wembley Primary staff will be notified of the evacuation as soon as possible. The Nursery parents will be informed using a mobile device of the preceding events and the new pick up point.

Children should be led under the shelter, turn left before main reception area of Wembley Primary.

No attempt should be made to return the evacuation group to the nursery until the emergency services notify the Nursery Manager / Deputy Manager that it is safe to do so.

The Orchard Day Nursery, Wembley

Fire Instructions

If you discover a Fire:

1. Raise the nearest alarm- Break plastic with thumb (*breaks easily*) and press button
2. Ensure everyone is evacuated - Evacuation bag with First Aid kit and registers to be collected

If you hear the fire alarm:

1. Leave your belongings
2. Lead the children calmly to nearest clear exit
3. Do roll call for your class and report status to Deputy Manager /Fire Warden
4. Wait at assembly point for the all clear or further instructions from the Nursery Manager / Deputy Manager.

Extinguisher Use:

Water	=	Wood, Paper, Furniture, Cloth
CO2	=	Electrical Items
Dry Powder	=	Must use whole extinguisher for cooking fat

Testing:

Complete Systems Check	=	Twice a year
Fire Alarm	=	Once a week

Primary escape routes, and persons responsible:

Nursery Fire Warden: Anjana Shah Deputy Fire Warden: Stephanie Sathian

EVACUATION PROCEDURE

In the event of a fire or emergency requiring evacuation from the building, please leave via the following fire exits to the Emergency Assembly Point.

Exit via Nursery office/ entrance and through double gates. The Assembly Point is on the pavement on the corner of East Lane and Castleton Avenue.