

## Little VIPs at Lowther Endowed School Fire Safety Policy

At Little VIPs at Lowther Endowed School we take reasonable steps to ensure the safety of children, staff and others on the nursery premises in the case of a fire or other emergency through our Fire safety policy and emergency evacuation procedures. This policy is part of the wider Lowther Endowed School arrangements.

The Headteacher at Lowther Endowed School has overall responsibility for these arrangements. The designated fire marshals for Little VIPs are:

Hayley Greenhow in the School House  
Chrissy Byrne in Red Squirrels

We ensure the nursery premises are compliant with fire safety regulations, including following any major changes or alterations to the premises. A Fire Risk Assessment has been carried out by a competent person and is regularly reviewed. The Headteacher ensures all the appropriate fire detection and control equipment (e.g. fire alarms, smoke detectors, fire blankets and/or fire extinguishers) is in working order and seeks advice from the local fire safety officer as necessary.

They also have overall responsibility for the fire drill and emergency 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 are planned to occur at different times of the day and on different days of the week to ensure evacuations are practiced under different circumstances and all children and staff participate in the rehearsals.

All staff receive fire safety and evacuation training, including as part of induction, to help them understand their roles and responsibilities. This includes the steps they must take to ensure the safety of children, for example keeping fire doors free from obstruction, how to safely evacuate the children and where the evacuation meeting point is situated.

The Headteacher arranges checks on fire detection and control equipment and fire exits in line with the timescales within the checklist below.

### Fire checklist

	Who checks	How often	Location
Walkie Talkies working and charged	Fire Marshalls	Weekly	The School House Red Squirrels
Escape route/fire exits (all fire exits must be clearly identifiable)	School Caretaker Fire Marshalls	Weekly On a Friday evening	The School House Red Squirrels
Emergency lighting	School Caretaker Westmorland and Furness Council	Weekly Annually	The School House Red Squirrels

Fire extinguishers and blankets	School caretaker	Weekly	The School House Red Squirrels
Evacuation pack is equipped appropriately for age and contains contact details	Fire Marshalls Finance/Admin	Weekly and when children join or leave	The School House Red Squirrels
Smoke and/or heat alarms	School caretaker	Weekly	The School House Red Squirrels (alarm covered on school system)
Fire alarms	School caretaker	Weekly	The School House Red Squirrels (alarm covered on school system)
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	School caretaker	Weekly	The School House Red Squirrels

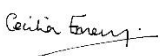
### Registration

An accurate record of all staff and children present in the building must be kept at all times with children and staff marked in and out on arrival and departure on the Family App. An accurate record of visitors is kept in the visitor's book. These records are taken out along with the FamilyApp ipad, and children's telephone emergency contacts list in the event of a fire.

### No smoking/vaping policy

The nursery operates a strict no smoking/vaping policy – please see this separate policy for details.

This policy is updated at least annually in consultation with staff and/or after a fire evacuation practice and/or fire.

This policy was adopted on	Signed on behalf of the nursery	Date for review
11th November 2024 Reviewed and amended: 23 <sup>rd</sup> January 2024		April 2025

## Little VIPs Fire Evacuation Procedure

On discovering a fire:

- Calmly raise the alarm by shouting fire and using the walkie talkies to alert all rooms covering both the School House, Red Squirrels and the main school when in session
- Immediately evacuate the building under guidance from the fire marshal collecting the evacuation pack and a mobile phone
- For both Red Squirrels and School House, using the nearest accessible exit lead the children out, assemble at the Little VIPs front entrance gate nearest to your accessible exit
- Close all doors and windows behind you wherever possible
- School House - Evacuate babies using the evacuation trolley located in the hallway of the school house
- School House - Evacuate toddlers from the first floor by handing over staff to staff from top of stairs to middle and bottom
- Once the children have been handed down from the top of the stairs, the person at the top of the stairs in the school house will check all rooms, including the bathroom and close the doors before exiting.
- 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 and/or police.

**If you are with children outside or on the school premises or school grounds then follow the evacuation instructions relevant to where you are. Do not re-enter any of the school or Little VIPs buildings. Exit through your nearest exit and report to the Fire Warden that all your children are accounted for.**

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.

The fire marshal is to:

- Collect the Family App iPad, nursery mobile phone, keys, visitor book and fire evac bag (containing emergency contacts list, nappies, wipes and blankets, etc.)
- Telephone emergency services: Dial 999 and ask for the fire service
- In the fire assembly point area – inside appropriate accessible entrance gate - check children against the register
- Check with Reception in school when in session that they have evacuated any pre-school children
- 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.

23<sup>rd</sup> January 2025