

## **Fire Safety**

The manager has overall responsibility for fire safety procedures within the nursery and the nursery arranges evacuations every three months or where there has been a change that may affect evacuation. These drills will occur at different times of the day to ensure evacuations are possible under different circumstances. These are run in conjunction with the Health and Safety Department of Aston University

### *Fire Safety Equipment*

Aston University carries out check on fire extinguishers and fire blankets within the nursery. Aston University carries out Fire Safety Audits to ensure the nursery is complying with all necessary fire safety legislation and guidance. Staff from the nursery will notify Aston University's Health and Safety Department if checks are required prior to those scheduled.

### *Registration*

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

### *No smoking policy*

Children's health and well-being is of utmost importance for the children in our care. Smoking has proved to be a health risk and in accordance with childcare legislation, the nursery operates a strict no smoking policy within its buildings and grounds. You are respectfully requested to abstain from smoking whilst on the premises. This rule also applies to staff, students, parents, carers, visitors and contract workers etc. Staff accompanying children outside the nursery are not permitted to smoke e.g. whilst on an outing. Parents joining us on outings are requested not to smoke during this time. This also applies to e-cigarettes

### Evacuation of Non-Mobile Children

Evacuation Cots have been purchased to support the evacuation of non-mobile children. In the event of an evacuation up to 3 children will be put into each of the cots and will be pushed to the assembly point by a member of staff.

## Fire Evacuation 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 or Aston University Security.
- Using the nearest accessible exit lead the children out, assemble in the garden.
- One member of staff should collect fire evacuation bag on evacuation and register
- Close all doors behind you wherever possible
- **Do not** try 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.
- **Once assembled staff will escort all children and visitors to Woodcock Sports Centre where a room will be cleared and made available for the duration of the emergency.**
- **The Manager on Duty will call Security on 222 or via the emergency mobile on 0121 359 2922**

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 identity of the children and other adults with you.
- All available staff will be sent to support as long as this does not put them in further danger.

The manager on duty is to:

- Pick up the children's register, staff register, mobile phone, keys, visitor book
- Telephone security on 222 or via mobile on 0121 359 2922 and inform them there is a fire.
- Carry out a sweep of the building, including toilets if possible
- In the fire assembly point area check the children against the register.
- If a fire has been witnessed or any persons are unaccounted for Aston University Security will immediately notify the fire brigade and not wait for security officers to investigate.
- Account for all adults - staff and visitors
- Ensure all persons move to the place of safety (Woodcock Sport Centre)
- Advise the fire services of anyone missing and possible locations and respond to any other questions they may have.

Remember:

- **Do not** try 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.

**If it is deemed that Woodcock Sports Centre is not safe the nursery will assemble in the Martin Luther King Multi-Faith Centre.**

#### Place of Safety Details

The Sir Doug Ellis Woodcock Sports Centre:

Woodcock Street  
Birmingham  
B4 7ET


Martin Luther King Multi-Faith Centre:

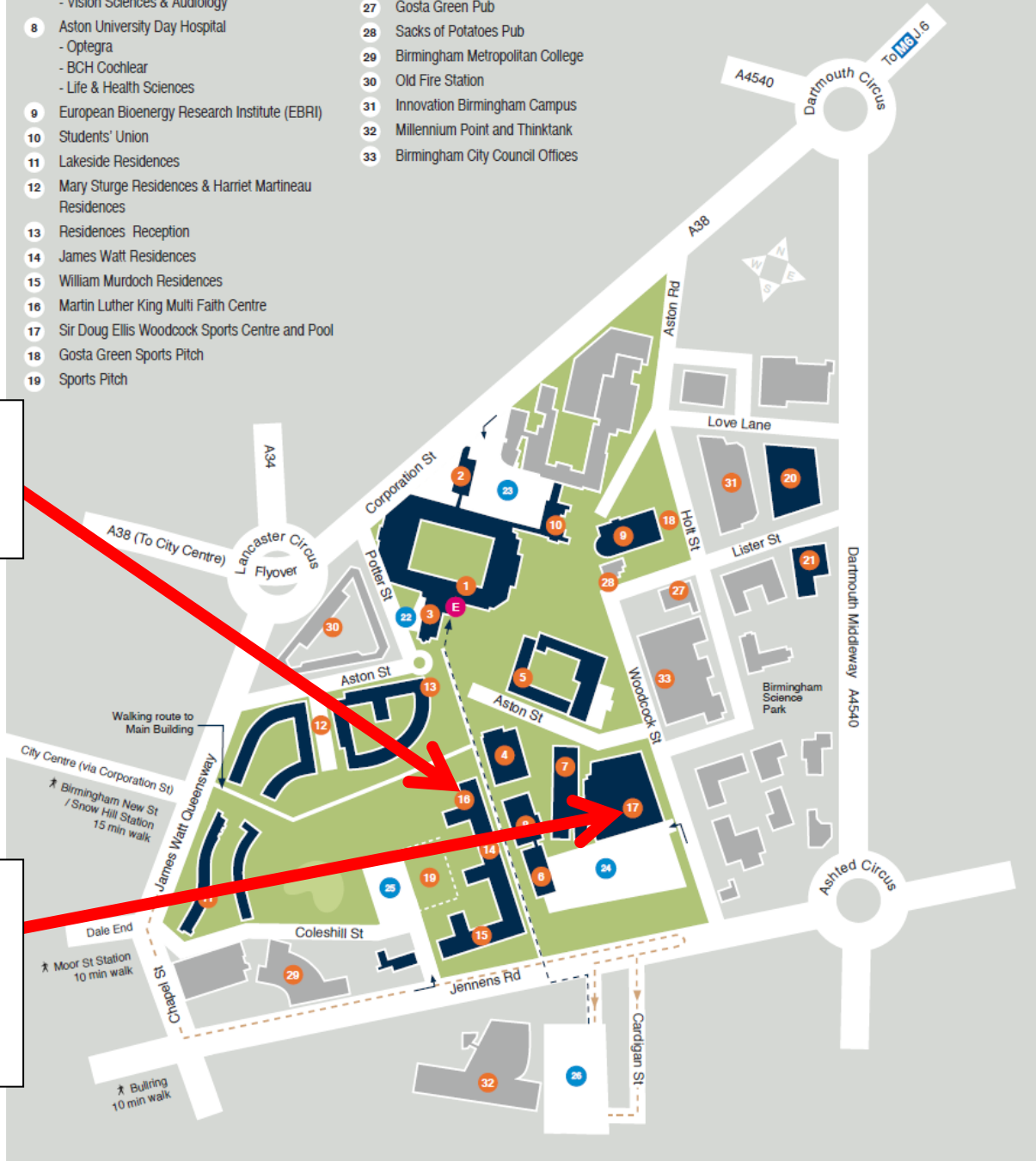
Aston University,  
Main Campus,  
Opposite the Library  
B4 7ET

*See attached map.*

- 1 Main Building and Reception
- 2 North Wing
- 3 South Wing
- 4 Library
- 5 Aston Business School & Conference Aston
- 6 Aston Brain Centre
- 7 Health Clinics  
- Vision Sciences & Audiology
- 8 Aston University Day Hospital  
- Optegra  
- BCH Cochlear  
- Life & Health Sciences
- 9 European Bioenergy Research Institute (EBRI)
- 10 Students' Union
- 11 Lakeside Residences
- 12 Mary Sturge Residences & Harriet Martineau Residences
- 13 Residences Reception
- 14 James Watt Residences
- 15 William Murdoch Residences
- 16 Martin Luther King Multi Faith Centre
- 17 Sir Doug Ellis Woodcock Sports Centre and Pool
- 18 Gosta Green Sports Pitch
- 19 Sports Pitch

- 20 Aston University Engineering Academy
- 21 Aston University Nursery & Pre-school
- 22 Car Park 1
- 23 Car Park 3 (unloading)
- 24 Car Park 6 (evenings & weekends)
- 25 Car Park 12 (inc underground car park)
- 26 Car Park (Millennium Point pay parking)
- 27 Gosta Green Pub
- 28 Sacks of Potatoes Pub
- 29 Birmingham Metropolitan College
- 30 Old Fire Station
- 31 Innovation Birmingham Campus
- 32 Millennium Point and Thinktank
- 33 Birmingham City Council Offices

- E Entrance to Main Building & Reception
- Walking Route from Millennium Point Car Park
- Route by Car to Millennium Point
-  For information about accessibility on campus, visit: [www.aston.ac.uk/about/directions](http://www.aston.ac.uk/about/directions)



Martin Luther King Multi-Faith Centre

Sir Doug Ellis Woodcock Sport Centre and Pool

<b>This policy was adopted on</b>	May 22
<b>Signed on behalf of the nursery</b>	
<b>Date disseminated to staff</b>	
<b>Date for review</b>	May 23