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| COVID-19 |
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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

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

Fire drill procedure

On discovering a fire:

* Raise the alarm calmly by – blowing the whistle, ringing the bell, breaking the alarm glass.
* Member of staff per bubble to ensure register is taken and all children are present.
* Immediately evacuate the building under guidance from the manager on duty.
* Use the nearest accessible exit and lead the children out safely.

**Fire Evacuation Areas and Responsibilities**

To ensure we comply with government guidelines regarding social distancing we have ensured there are 4 areas for all bubbles to evacuate from a fire safely.

* Top Floor (Rainbow Group) – gather at the front garden. Management and spare members of staff will assist wearing appropriate PPE.
* Middle Floor (Summer Group) – gather at the back garden.
* Middle Floor (Sunshine Group) – gather in back lane behind PVC door.
* Ground Floor (Star Group) – gather on corner of the street opposite Co-Op.

If any children have emergency medication, these should be placed in evacuation bag. All staff must ensure all doors are closed behind you wherever possible.

If children or staff have movement issues or injury, they will also be supported by spare staff or management wearing appropriate PPE.

* 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 the emergency services and report any unaccounted persons to the fire service/police.

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 manager is to:

* Pick up the children’s register, staff register, mobile phone, keys, visitor book and fire bag/evacuation pack (containing emergency contacts list, nappies, wipes and blankets)
* Telephone emergency services: dial 999 and ask for the fire service
* In the fire assembly areas - check the children against the register
* 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.

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| **This policy was adopted on** | **Signed on behalf of the nursery** | **Date for review** |
| 16th June 2020 | Paige Webbley | June 2021 |