



# Fire Safety Nominated Supervisor

## NQS Element 2.2.2 Incident and emergency management

Name of the person conducting the checklist: \_\_\_\_\_ Date: \_\_\_\_\_

### Testing

Smoke detectors are tested every month by pressing test button	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Batteries in smoke detectors are replaced annually	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
All fire extinguishers are tested every 6 months	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
All fire blankets are tested every 6 months	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Fire equipment is within expiry period ie current	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

### Display

Emergency plans is displayed in all rooms near exits	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Evacuation procedures are displayed in all rooms near exits	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Exit signs are displayed to identify exits	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Emergency telephone numbers are displayed	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

### Facilities

Heating cooling units are inaccessible to children	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Exit doors are always clear of obstructions/objects	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Exit doors are unlocked when service is open	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
There are no leaves or litter in the environment	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Gutters are cleaned regularly	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Lint is cleaned from the clothes dryer filter after every use	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Insurance policies are up to date and cover relevant emergencies like fire	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

### Consultation

Relevant authorities are consulted where necessary eg for advice about location of assembly point, development of emergency procedures	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
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### Rehearsals

Evacuation procedures are rehearsed at least once every three months on different days and at different times	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Everyone at the service participates in the rehearsal, including owners and managers	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
The emergency kit is fully stocked	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

### Daily Practices

Children's art work/displays are kept away from heating/cooling units	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Curtains and tablecloths etc are kept away from heaters	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Power points are not overloaded	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Appliances are switched off when not in use	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Flammable chemicals are stored safely eg not near materials like art paper	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Cooking is never left unattended	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

### Practices in Emergency

Attendance records (children and staff) are collected and checked to ensure everyone is accounted for	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Specific person collects emergency kit	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Specific person takes charged mobile phone with credit	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

### Diary Notes

There is a diary note to test smoke detector monthly	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
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There is a diary note to change batteries in smoke detector annually

Yes  No  NA

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Actions required