

## Fire Safety Policy October 2025

This Policy will summarise the precautionary arrangements and measures in place for the prevention of fire and the procedures for and measures in place for the operation of fire drills in the event of a fire or explosion at the nursery. This ensures conformance with Health & Safety and other legislative requirements and enables the children to feel safe in the nursery setting. The Nursery's Fire Officer is Sophie Lander.

In addition to this policy the Fire Safety Risk Assessment lists the following measures to reduce the risk of a fire.

- Decorating Paints and other potentially flammable liquids to be stored in external sheds. Remove used cardboard and paper and keep paper storage to a minimum to reduce the risks of fires spreading. Storage of resources and fabrics to be neat, tidy and compartmentalized as opposed to being piled and bundled.
- Toasters, microwaves, cookers never to be left unattended while in use. No smoking within nursery grounds, no candles, lighters or matches to be used during normal nursery operations. Lamps are never to be covered with a cloth or other material. Toys shoved behind radiators to be removed and not left near potential heat source.
- Electrical systems and devices to be regularly tested and used in accordance with manufacturer's instructions. Extension leads be fully uncoiled when in use. Leads and cables to be safely routed. Devices to be turned off after use.
- Appropriate signage to be displayed. Evacuation drill to be included in induction training and regular drills to take place. Fire exits to be kept clear. Staff to follow Fire Safety Policy.
- Fire alarms, extinguishers, smoke detectors and emergency lighting to be serviced regularly. Fire systems and alarms will be tested regularly by the named Fire Officer and records will be kept of all such checks. Fire doors to be kept closed and not wedged open. Staff to be instructed on use of firefighting equipment annually. Equipment not to be moved from the set position.

### Further Precautionary Measures include

- Fire exits must be kept clear at all times and not blocked with toys, equipment and other items.
- Fire extinguishers must be kept in the positions and at no time moved to other areas or used as door stops.
- Fire systems and alarms will be tested regularly by the named Fire Officer and records will be kept of all such checks. Every fire alarm point and emergency light will be checked at least once per month.
- The whole fire alarm system (including smoke detectors) will be checked by a qualified fire safety engineer once per year, fire extinguishers will be checked by a qualified fire extinguisher maintenance engineer twice per year.
- Fire drill practices will be carried out regularly, over the space of a year every member of staff must have been involved in at least one fire drill practice.
- All staff, through formal and regular training, in addition to fire safety training on induction, must know:
  - The locations of all fire extinguishers and fire-fighting equipment, and be familiar with their types, identification and mode of use.
  - The positions of all fire exits and escape routes.
  - The assembly point.

### Fire Exits

The fire exits are located in the following areas:

- Main Entrance
- Kitchen
- 2ns Entrance

### Assembly Point

- On green between nursery and preschool

### Fire Drill

On the sound of the alarm staff must group the children who are under their care and exit the building by the nearest fire exit. Staff should not delay evacuation to get things such as belongings. The last members of staff leaving a room will do a sweep of that room and the surrounding areas they are in at the time of the evacuation to ensure that there are no individuals left unaccounted for. On exiting they should close any wedged-open doors behind them to reduce the risk of a real fire spreading – for this reason fire doors should not have clothing or other items draped over the top that might stop them closing fully. Staff will escort children to the assembly point, adhering to staff:child ratios.

After leaving the building, staff will move all children, parents, carers and visitors to the assembly point which is located in the car park. When this area is reached staff will account for all individuals within their room, complete a head count and ensure supervision is held at all times.

A room member of staff in each area will be responsible for ensuring that a room register is taken to the assembly point in order to complete their compulsory head count. The Fire Officer or deputy from SMT will be responsible for taking out room registers, staff signing in book and visitors' book and a pre-packed evacuation bag.

The Fire Officer or deputy from SMT will be responsible for organising a final sweep of the nursery after evacuation, checking all areas have been evacuated and all fire doors are closed. They will also be responsible for dialling 999 for the fire brigade if necessary. No-one is allowed back into the building until this has been authorised by the Fire Officer or deputy from SMT.

**In the event of a real fire, staff are not to attempt to use fire extinguishers to put out a fire without first evacuating the area of children. The first response on seeing a fire will be to activate the nearest fire alarm, evacuate the children immediately and close any fire doors to contain the fire.**

**Fire-doors should usually be kept closed as this is a way of containing a fire and protecting people within rooms from fires starting in other rooms. Fire doors are often wedged open as a means of increasing ventilation in Piglets and Little Explorer Rooms, to combat the spread of coronavirus. However, other fire doors should always be left close and never wedged open. The staff room door should not be wedged open.**

**Under no circumstances should clothing or other items that could prevent fire doors closing fully be draped over a fire door.**

## Critical Incident Caused by Fire

Should a fire require the closure of the Nursery, the Critical Incident Policy clarifies the process for keeping children safe until they are collected.

- We will find or make a safe area that is suitable for staff and children to occupy until all children are collected.
- We will contact parents via the Eylog system, the Closed Parent and Staff Facebook page, or email at the earliest opportunity.
- We will reassure children and parents that are anxious, ensuring that children's care is continued.
- We will try to make alternative arrangements in other childcare facilities in the local area for children that cannot be collected by parents for a lengthy time. Where possible children will be transported to nearby settings with spaces on foot or by car, if by car this will only be where business insurance is in place, and there are appropriate child safety seats available.
- The Nursery will notify Ofsted in the event of a fire or other critical incident.
- Management will assess the situation following a fire or other critical incident and ensure parents are kept up to date with developments relating to the operation of the nursery.

Fire Safety Risk Assessment: Educational Premises (HMG 2006):

[www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises](http://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises)

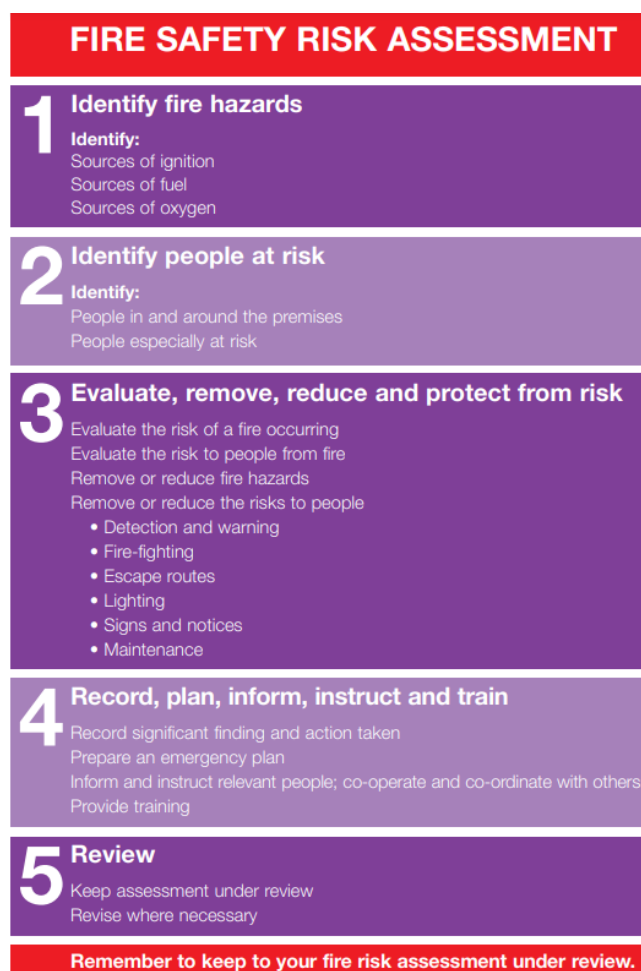


Figure 1: The five steps of a fire risk assessment