

EYFS: 3.55, 3.56, 3.57

At Early Day Nursery School Ltd, 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.

We have a designated Fire Marshall.

We ensure the nursery premises are compliant with fire safety regulations, including following any major changes or alterations to the premises. The designated fire marshals ensure we have all the appropriate fire detection and control equipment (e.g., fire alarms, smoke detectors, fire blankets and/or fire extinguishers) are in working order and seeks advice from the local fire safety officer as necessary.

They also have overall responsibility for the fire drill and 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 to ensure evacuations are possible 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. Each room has a specific evacuation plan, which includes information such as evacuating non-mobile babies and using alternative exits depending on where the fire may be situated.

The designated fire marshals check fire detection and control equipment, and fire exits in line with the timescales within the checklist below.

Fire checklist

	Who checks	How often	Location
Escape route/fire exits (all fire exits must be clearly identifiable)	Fire Marshal/Class Managers	Daily	See Plan
Fire extinguishers and blankets	External Company (RES)	Annually	See Plan
Emergency lighting	Fire Marshal/Manager	Annually	See Plan
Evacuation pack	Fire Marshal/Manager	Annually	Hall wall

Smoke/heat alarms	Fire Marshal/Manager	Monthly	See Plan
Fire alarms	Fire Marshal/Manager	Monthly	See Plan
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	Fire Marshal and Manager	Daily	See Plan

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 is kept in the visitor's book. These records are taken out along with the register and 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.

Fire drill procedure

On discovering a fire:

- Calmly raise the alarm by setting off the alarm
- Immediately evacuate the building under guidance from the Class Managers and Fire Marshal (Collecting children's room register, where applicable)
- Using the nearest accessible exit lead the children out, assemble at the fire assembly points (far corner of the car park – signed)
- Close all doors behind you wherever possible
- Office and kitchen staff are to help with babies and children unable to walk
- 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/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 Class Managers/Senior Staff are to:

- Pick up the children's registers, staff registers, 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
- At the fire assembly points, 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.

Remember

- 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.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>23rd October 2024</i>	<i>Gina Chamberlain and Tracey Webb</i>	<i>October 2025</i>