

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency, and must have an emergency evacuation procedure.

44. Fire Safety and Emergency Evacuation



Policy statement

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The person in charge and our staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Officer or Fire Safety Consultant from Chosen Fire Protection Ltd. (01452 346321) or Dan (07980098931).

EYFS: 3.55, 3.56, 3.57

At **Ridgemount Cottage Nursery** 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.

The Manager is our designated fire marshal, **Caron Humphris**

*Please see 44a. The role of the Fire Marshal

We ensure the nursery premises are compliant with fire safety regulations, including following any major changes or alterations to the premises. The designated fire marshal ensures 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 marshal checks 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)	Caron Humpris	Quarterly	Throughout
Emergency lighting	Chosen Fire Protection	Annually	Throughout
Fire extinguishers and blankets	Chosen Fire Protection	Annually	Throughout
Evacuation pack	Caron Humpris	Quarterly	Front Office
Smoke/heat alarms	Chosen Fire Protection	Annually	Kitchen
Fire alarms	Chosen Fire Protection	Annually	Throughout
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	Caron Humpris	Quarterly	Throughout

A deputy fire marshal is appointed to oversee this role when the fire marshal is absent, this is Sharon Burrows (Lower School Lead).

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. This is done on FAMLY and can be accessed on tablets and laptops. 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 or hearing a fire alarm:

- Calmly raise the alarm by breaking the alarm glass
- Alert the other buildings via the Walkie Talkies – **“ATTENTION EVERYONE, ATTENTION EVERYONE, Fire Alarm and evacuation in progress in [Den/Cabin/Kitchen/Cottage/Main Nursery building]**

If this is not your building please wait for further instructions from your Fire Marshall. There are 5 alarm systems on site:

- The Den alarm does not always require full evacuation.
- The Cabin alarm does not always require full evacuation.
- The Kitchen alarm does not always require full evacuation.
- The Cottage alarm does not always require full evacuation.
- The Main Nursery Building alarm does not always require full evacuation.

- Immediately evacuate the building under guidance from the fire marshal (Collecting tablets for registers, where applicable)
- Using the nearest accessible exit lead the children out, assemble at the staff car park
- Close all doors behind you wherever possible
- Once your children are evacuated please return to Barn Owls and/or Puffins where possible to assist children coming down stairs
- In the event of adverse weather conditions babies and other vulnerable children are able to gather in the Cabin

- Children with Mobility access are taken from the building via the nearest low threshold door or however is convenient at the time.
- 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 fire marshal is to:

- Pick up the central children's register, where applicable, staff register, nursery 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 point area is the staff car park check the children against the register
- Every room leader should have their tablet and be able to check their register on FAMILY
- 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 is updated at least annually in consultation with staff and/or after a fire evacuation practice and/or fire.

This policy was adopted on	Signed on behalf of the nursery	Date for review
November 2024	<i>Stewart Hendry</i>	<i>November 2025</i>

Legal framework

- *Regulatory Reform (Fire Safety) Order 2005*