

Fire Safety Policy

At **Little Stars Day 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 designated fire marshal is Nikki Aldhouse.

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

They also have overall responsibility for the fire drill and emergency evacuation procedures. These are carried out and recorded for each group of children once a term 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 of the week 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 manager/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)	Staff/managers	Daily on risk assessments	In rooms In communal areas
Emergency lighting	Staff/managers	Daily on risk assessments	T h r o u g h o u t nursery
Fire extinguishers and blankets	Fire marshal/chef	O n c e a month	Front door Kitchen
Evacuation bag	Room leaders/fire marshal	At least once a month	With in rooms
Smoke and/or heat alarms	Baby room team/ fire marshal	Once a week	Baby room
Fire alarms	Fire marshal	Once a week	T h r o u g h o u t nursery
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	Fire marshal	V i s u a l checks daily	T h r o u g h o u t nursery

The manager is appointed to oversee this role when the designated fire marshal is absent.

Registration

An accurate record of all staff and children present in the building must be kept at all times with children and staff 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 removing the cover of and pressing the alarm call point
- Telephone emergency services – dial 999 ask for the fire service
- Immediately evacuate the building under guidance from the manager on duty/fire marshal (collecting children's room registers, and fire bags)
- Using the nearest accessible exit lead the children out, assemble at staff car park
- Toddler staff will take the red iPad that contains the children and staff register, children and staff contact details and children and staff medical requirements.
- Emergency phones are stored in preschools fire evacuation bag.
- Manager/admin staff will collect keys, visitor book and help to evacuate children.

- Fire evacuation bags are stored within each room and staff of each room will take the fire evacuation bag, these bags contain nappies, wipes, spare clothes and children's medication
- When at the fire assembly point (staff car park), room leaders/deputy room leaders will conduct a registration role call to account for all children, staff and visitors. Fire marshal/manager will check with all room leaders/managers that all children and staff are accounted for.
- Close all doors and windows behind you wherever possible
- Babies to be placed into a fire evacuation cot/ wagon and pushed to the fire assembly point.
- Adults and children with mobility issues will be risk assessed on induction and appropriate measures put in place in the event of a fire evacuation.
- 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 and/or police.
- Advise the fire service of anyone missing and possible locations and respond to any other questions they may have.

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.

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
<i>18/09/2026</i>	N.Aldhouse	<i>September 2027</i>