



Fire Safety

EYFS: 3.55, 3.56, 3.57

At Little Apples Day Nursery 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.

The designated fire safety manager is **Courtney Belcher**. We employ the services of Citation Health & Safety specialists, a third-party specialist, to guide us on all fire safety aspects and to keep us up to date with changes to legislation and best practice. Citation conducts annual inspections to help monitor our standards and annual training is completed by all staff.

We ensure the nursery premises are compliant with fire safety regulations, including following any major changes or alterations to the premises. The designated fire safety manager 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 safety manager 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)	Practitioner appointed daily	Daily	All areas
Emergency lighting	Practitioner appointed daily	Daily	All areas

Fire extinguishers and blankets	Designated Fire Safety Manager	Monthly	All areas
Evacuation bag	Designated Fire Safety Manager	Monthly	All areas
Smoke/heat/fire alarms	Practitioner appointed daily	Daily	All areas
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	Practitioner appointed daily	Daily	All areas

Each room has a designated fire marshal, and a deputy fire marshal is appointed to cover this role when the fire marshal is absent.

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 using the Air Horn provided in each room and entrance.
- Immediately evacuate the building under guidance from the fire marshal (Collecting children's room register & fire bag, where applicable)
- Using the nearest accessible exit lead the children out, assemble at the fire assembly point located in the carpark adjacent to the bin store.
- Close all doors behind you wherever possible.
- All non-child facing employees must head where possible & safe to do so to the baby room to assist.
- All babies/ non-walkers must be placed into the fire buggy to be evacuated.
- 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 for each room (or appointed deputy) is to:

- Pick up 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)
- Complete a room sweep to identify any hidden persons.
- Close windows and doors where possible
- In the fire assembly point area – in the car park, adjacent to the bin store check the children against the register and report to the Fire Safety Manager

The Fire Safety Manager is to:

- Telephone emergency services: dial 999 and ask for the fire service.
- In the fire assembly point area – in the car park, adjacent to the bin store confirm the room numbers or 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 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>2023-11-03</i>	<i>Aimee Gaddes-Mitchell</i>	<i>2024-11-03</i>