

Fire Safety Policy

At the Nest we take reasonable steps to ensure the safety of children, staff and others on the nursery premises in the event of a fire or other emergency through our fire safety policy and emergency evacuation procedures.

The manager is **Muna Nur**.

We ensure the nursery premises are compliant with fire safety regulations, including following any major changes or alterations to the premises. Andrew Matthews ensures that all appropriate fire detection and control equipment, such as 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 every three months or when a significant 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 nursery manager checks fire detection and control equipment and fire exits in line with the timescales in the checklist below.

Fire checklist

Frequency/task	Who checks	Location
Daily Checks		
Escape routes clear, fire doors clear and easy to open	Nursery manager	Reception
Indicator panel showing "normal"	Nursery manager	Fire Panel
Emergency lights in rooms working	Nursery manager	Reception/Main Room/Kitchen
Fire escape illuminated signs working	Nursery manager	Reception/Main Room/Kitchen

Weekly checks		
Doors all work correctly/easily	Nursery manager	First front door/Second front door/Garden doors
Fire warning system - check manual call point on rotating basis (must tell Facilities what time we will do this test)	Nursery manager	5 manual call points
Check that all areas heard the alarm	Nursery manager	Room leader question

Flashing lights work in Office/Toilets	Nursery manager	Each room with door
Check charging indicators are lit (green light)	Nursery manager	Each room with door
Firefighting equipment (all blankets/extinguishers in good condition)	Nursery manager	Landing/Main room/Kitchen
Monthly checks		
Check that fire door seals and self-close mechanisms in good working order	Nursery manager	Kitchen
Escape lighting - check it works for three-hour session	Nursery manager	First and second front door/ back door
Is pressure in fire extinguishers at correct level? (within green band)	Nursery manager	Landing/Main room/Kitchen
6 monthly check		
Fire system checked by competent person	Competent person	Reception
Yearly check		
Check that emergency lighting lasts for the full rated duration	Nursery manager	First and second front door/ back door

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 via the Family app. An accurate record of visitors must be kept in the visitors' book. These records must be 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 ringing the bell
- Immediately evacuate the building under guidance from the manager on duty
- Using the nearest accessible exit lead the children out, assemble in front of the community centre.
- Use both staircases if needed to enable a quicker and safer evacuation.
- Close all doors behind you wherever possible
- 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 manager is to:


- Pick up the blue iPad, mobile phone, fobs, visitor book and fire evacuation bag (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 – [Green space between us (Marco Polo) and Fairwater House] 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 is updated at least annually in consultation with staff and parents and/or after a fire evacuation practice and/or fire.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/05/2026		01/05/2027