



Fire Safety and Procedures Policy

We ensure our premises presents no risk of fire by ensuring the highest possible standard of fire precautions are in place. The person in charge and staffs is 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.

Our Fire Safety and Procedures Policy is part of the staff induction pack which is explained to new members of staff and volunteers upon commencing work and is practiced regularly.

If any visitor is present for over an hour, the fire exits should be made clear to them.

Fire Steward roles and responsibilities

The fire stewards for the nursery are Jordan Campbell and Leon Day.

In the absence of this person, those acting on behalf of the management team will take the lead.

Responsibilities to Check

- a) Children's toilets
- b) Baby Room
- c) Main Room
- d) Kitchen and Office
- e) Close all doors and windows in rooms as necessary
- f) Ensure all children have evacuated the building. Bring any children found to the assembly point L

Only tackle small fires yourself using the appropriate fire appliances and where there is no risk to yourself.

When the Alarm Sounds

During Drills, The Following Needs To Be Recorded:

- The date and time of when the drill took place
- How long it took
- Whether there were any problems that delayed the evacuation.
- Any further action taken to improve the drill procedure.

In The Event Of A Fire

- The Manager or one of the Senior Staff will telephone the fire brigade if necessary.
- Bring phone with you to evacuation point
- Fire Stewards to call for another member of staff to take responsibility for their children to begin steward checks.
- Fire Stewards to complete checks and then resume evacuation
- On evacuating the building, act calmly and quietly to avoid alarming or scaring the children.
- Avoid the stairs, but if they need to be used, take care on the stairs.
- Do not rush the children as this may result in accidents.
- The Manager will help taking babies out of the baby room and into the evacuation trolley.
- Bring children at the designated fire door (Door in main room near the toilets). If the fire is blocking this area, line up at the main entrance.



- Senior Staff in main room must collect registers (child, staff and visitors)
- Do not put on shoes or coats – safety must come first
- Escort children out of the building to the designated area (on the lawn near the large tree)
- Fire Steward to be the last person out ensuring all doors are closed
- Outdoor staff to direct children to assembly point.
- Headcount children and check against the register.

After the Drill

Staff and children should not re-enter the building following a Fire Drill until told to do so by the person in charge (management/ fire brigade) If re-entry to the building is not advised, all parents to be called for immediate collection of children as seen in the emergency closures policy.

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Date of next review: 25.06.25