

Fire Safety Policy

At Woodhams Farm 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 **Kirsty Guntrip and Belle Richardson supported by Lisa Phillips (Deputy) and Hayley Doncom (Manager)**

We ensure the nursery premises are compliant with fire safety regulations, including following any major changes or alterations to the premises. The Manager 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 every month 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 and 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)	Belle Richardson/ Kirsty Guntrip/ Hayley Doncom	Constant	All external doors
Emergency lighting	Stag systems	Annually	All rooms/ toilets
Fire extinguishers and blankets	Samson Fire	Annually	Throughout the building
Evacuation pack	Belle Richardson/ Kirsty Guntrip	Monthly	By the main front entrance

Smoke and/or heat alarms	Stag systems	Annually	Throughout the building
Fire alarms	Stag systems	Annually	Throughout the building
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	Belle Richardson / Kirsty Guntrip/ Hayley Doncom	Constant	All internal and external doors

The Manager or deputy 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 breaking the alarm glass
- Immediately evacuate the building under guidance from the fire marshal (collecting children's room registers, where applicable)
- An employed qualified Level 3 or above will lead the way to the assembly point (**WOODHAMS WOOD**). They will decide in that moment which is the nearest/ quickest exit and will communicate this to ensure a quick evacuation. This is likely to be the Room Manager or senior practitioner however anyone of qualified status will take this responsibility as every staff member is responsible for getting the children out safely
- They will assign a staff member or they will themselves be at the back (last one out of the room) to ensure everyone has left
- All doors and windows to be closed behind you wherever possible
- Staff who are on their lunch break or in the upstairs staff room must assist with evacuating babies during an emergency. As they exit, they should collect babies from the sleep room, dining room, or playroom (whichever they pass on their route) and proceed to the nearest exit. Babies should be placed in the evacuation cots located on the ground floor, either at the front entrance or rear of the building. Once the babies are safely evacuated, staff should return to their base rooms to support the children to evaluate quickly, if it is safe to do so. The nursery management team will also assist in evacuating babies if needed.
- X 2 Evacuation cots to be used for Caterpillars. The cots have a maximum of 6 children in at once, totalling 12 children to be placed in cots. The cots are stored in the main entrance. They will be wheeled out the nearest exit by the supernumerary manager

for the Caterpillar use. These will need to be used for non-mobile babies first/ sleeping children

- Little butterfly room- In the event of a fire they would leave their room by the quickest route which would be the front door or through the office external door. In the event that the fire is in the dining area the team would leave through the low-level windows and pass the children through the windows.
- Caterpillar room has a maximum of 15 babies (some non-mobile and some mobile). They will leave the nursery via the nearest exit by carrying two babies if safe to do so and go down the stairs and put them into the evacuation cot or carry them out, if the fire allows. If the fire is obstructing their exit, the qualified staff member will decide immediately which is the nearest exit. If it is not safe to leave the staff will ensure all the babies and staff are in the playroom together and the door will be barricaded with blankets. The door is fireproof for up to 30 minutes. The emergency services would be alerted to babies and staff needing to remain in the building.
- The loft area. If it is unsafe to leave the loft area the staff will barricade themselves into the storage area on the right-hand side (where the nappies are stored). The emergency services would be alerted to babies and staff needing to remain in the building.
- 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.

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 designated fire marshal is to:

- Collect the central children's register, where applicable, staff register, nursery phone, mobile, keys, visitor book and fire bag (containing emergency contacts list, nappies, wipes and blankets, etc.)
- Telephone emergency services: Dial 999 and ask for the fire service
- In the fire assembly point area – **Woodhams wood** - account for all children against the register and 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.

The manager (person responsible for the nursery on the day)is to:

- The person responsible for the nursery on the day will bring their mobile phone out (manager/ deputy/ 3rd in charge)
- The visitor’s book and fire grab (containing emergency contacts list, nappies, wipes and blankets, etc, nursery keys)
- Telephone emergency services: dial 999 and ask for the fire service
- In the fire assembly point area – Woodhams Wood- 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.

The fire marshals:

- Belle will ensure the loft and the first floor have been fully evacuated, collecting the medication bag on route.
- Kirsty will ensure the utility, main kitchen, Dragonflies and Ladybirds are fully evacuated, collecting the medication bag on route.
- The person responsible for the nursery on the day will ensure the main adult toilet, children’s toilet, downstairs sleep room, office and all the Butterfly rooms have been fully evacuated, collecting the medication bag on route.
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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>April 2025</i>	Hayley Doncom	<i>April 2026</i>