

# Fire Safety Policy

At The Nest, we take all reasonable steps to ensure the safety of children, staff, visitors and others on the nursery premises in the event of a fire or other emergency. This is achieved through our Fire Safety Policy and Emergency Evacuation Procedures.

The Nursery Manager is **Ann-Deca Soltau**.

We ensure that the nursery premises comply with all relevant fire safety regulations, including following any significant changes or alterations to the building. Andrew Matthews is responsible for ensuring that all appropriate fire detection and fire-fighting equipment, such as fire alarms, smoke detectors, fire blankets and fire extinguishers, is maintained in good working order and will seek advice from the local Fire Safety Officer where necessary.

The Nursery Manager has overall responsibility for fire drills and emergency evacuation procedures. Fire drills are carried out and recorded for each group of children every three months, or whenever a significant change occurs, such as a large intake of children or a new member of staff joining the nursery. Drills are planned at different times of the day and on different days of the week to ensure that evacuations can be carried out safely under a variety of circumstances and that all children and staff participate in the rehearsals.

All staff receive fire safety and evacuation training, including during their induction, to ensure they understand their roles and responsibilities. This includes keeping fire doors free from obstruction, understanding how to safely evacuate children, and knowing the location of the designated assembly point. Each room has a specific evacuation plan which includes procedures for evacuating non-mobile babies and using alternative escape routes depending on the location of the fire.

The Nursery Manager carries out checks of fire detection equipment, fire-fighting equipment and fire exits in line with the timescales detailed in the checklist below.

## Fire Checklist

### Daily Checks

| Task                                                                     | Who Checks      | Location                                                                                      |
|--------------------------------------------------------------------------|-----------------|-----------------------------------------------------------------------------------------------|
| Escape routes are clear and fire doors are unobstructed and easy to open | Nursery Manager | Reception – Front Door                                                                        |
| Indicator panel showing "Normal"                                         | Nursery Manager | Fire Panel                                                                                    |
| Emergency lighting operational                                           | Nursery Manager | Reception<br>Downstairs Toddler Classroom Door<br>Upstairs Preschool Classroom Door / Kitchen |

|                                         |                 |                                                                                       |
|-----------------------------------------|-----------------|---------------------------------------------------------------------------------------|
| Illuminated fire exit signs operational | Nursery Manager | Reception Front Door / Preschool Main Door and Landing Door / Downstairs Toddler Room |
|-----------------------------------------|-----------------|---------------------------------------------------------------------------------------|

### Weekly Checks

| Task                                                                                                                     | Who Checks      | Location                                                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| Fire warning system – manual call point tested on a rotating basis (Facilities Team informed of testing time in advance) | Nursery Manager | 4 Manual Call Points: Main Front Door (Reception), Downstairs Toddler Room Lobby, Preschool Landing, Preschool Main Entrance Lobby, Bin room |
| Confirm all areas heard the fire alarm                                                                                   | Nursery Manager | Via Room Leader confirmation                                                                                                                 |
| Flashing alarm lights operational                                                                                        | Nursery Manager | Office and Toilets                                                                                                                           |
| Charging indicators illuminated (green light showing)                                                                    | Nursery Manager | Each room with a charging unit                                                                                                               |
| Fire-fighting equipment in good condition (fire blankets and extinguishers)                                              | Nursery Manager | Reception, Baby Room, Staff Room, Preschool Room and Kitchen                                                                                 |

### Monthly Checks

| Task                                                              | Who Checks      | Location                                                                              |
|-------------------------------------------------------------------|-----------------|---------------------------------------------------------------------------------------|
| Fire door seals and self-closing mechanisms in good working order | Nursery Manager | All doors                                                                             |
| Emergency escape lighting operational                             | Nursery Manager | Reception Front Door / Preschool Main Door and Landing Door / Downstairs Toddler Room |
| Fire extinguisher pressure within the green operating range       | Nursery Manager | Reception, Baby Room, Preschool Main Area and Downstairs Toddler Room                 |

### Six-Monthly Checks

| Task                                                         | Who Checks       | Location     |
|--------------------------------------------------------------|------------------|--------------|
| Fire alarm system serviced and checked by a competent person | Competent Person | Meeting Room |

### Annual Checks

| Task                                              | Who Checks      | Location                                                                                     |
|---------------------------------------------------|-----------------|----------------------------------------------------------------------------------------------|
| Emergency lighting tested for full rated duration | Nursery Manager | Reception Front Door / Preschool Lobby Door and Landing Door / Downstairs Toddler Room Lobby |

## Registration

An accurate record of all staff and children present within the building must be maintained at all times. Children and staff must be signed in and out upon arrival and departure using the Family App.

An accurate record of all visitors must also be maintained in the Visitors' Book.

These records, together with the register and emergency contacts list, must be taken outside during any evacuation.

## No smoking/vaping policy

The nursery operates a strict no smoking or vaping policy. Please refer to the separate No Smoking/Vaping Policy for further details.

## Fire Drill Procedure - On Discovering a Fire

- Calmly raise the alarm by activating the fire alarm.
- Immediately evacuate the building under the guidance of the Manager on Duty.
- Using the nearest safe and accessible exit, lead the children out of the building and assemble at Green Space – Nine Elms Park.
- Use both staircases if required to support a quicker and safer evacuation.
- Close all doors behind you wherever possible.
- Do not stop to collect personal belongings.
- Do not attempt to fight the fire.
- Do not re-enter the building under any circumstances.
- Do not attempt to go back inside if any child, member of staff or visitor is unaccounted for.
- Wait for the emergency services and report any missing persons to the Fire Service and Police.

## If You Are Unable to Evacuate Safely

- Remain where you are if it is safe to do so.
- Keep all children calm and together.
- Wherever possible, alert the Manager to your location and the identity of the children and adults with you.

## Responsibilities of the manager

The Manager is responsible for:

- Collecting the iPad, mobile phone, fobs, Visitors' Book and Fire Evacuation Bag (containing emergency contacts, nappies, wipes and blankets).
- Contacting the emergency services by dialling 999 and requesting the Fire Service.

- At the designated assembly point (Green Space – Nine Elms Park), checking all children against the register.
- Accounting for all staff, visitors and contractors.
- Informing the Fire Service of any missing persons and their possible locations.
- Responding to any questions from the emergency services.

### Remember

- Do not stop to collect personal belongings.
- Do not attempt to fight the fire.
- Do not re-enter the building under any circumstances.
- Do not go back into the building if any child, staff member or visitor is unaccounted for.

This policy is reviewed at least annually in consultation with staff and parents and following any fire evacuation practice, fire incident or significant change within the nursery.

| This policy was adopted on | Signed on behalf of the nursery                                                     | Date for review |
|----------------------------|-------------------------------------------------------------------------------------|-----------------|
| 01/09/2026                 |  | 01/09/2027      |