Fire Safety Policy

Policy Statement

At Auckland House Day Nursery, we take all reasonable steps to ensure the safety of children, staff, visitors, and anyone on the premises in the event of fire or other emergencies. We comply with current fire safety legislation and EYFS requirements by maintaining effective fire prevention, detection, and evacuation procedures.

Designated Roles and Responsibilities

Fire Marshals

- Paul Rush (Site Manager)
- Amy Gregory (Manager)

Deputy Fire Marshals (in absence)

- Helen Murphy (Deputy Manager)
- Nikki Collins (Head of Early Years)

Responsibilities of Fire Marshals

The designated fire marshal(s) are responsible for:

- Ensuring compliance with fire safety regulations
- Maintaining fire detection and firefighting equipment
- Liaising with fire safety officers where required
- Organising and reviewing fire drills
- Ensuring all staff understand evacuation procedures
- Keeping records of checks, drills, and training
- When fire drill is complete, fire marshals are to complete a walk around of nursery premises to ensure no intruders have accessed the nursery, whilst fire drill was in process

Fire Safety Measures

We ensure:

- Fire detection systems (alarms, smoke/heat detectors) are installed and maintained
- Firefighting equipment (extinguishers, blankets) is accessible and serviced
- Fire exits are clearly marked, unobstructed, and easily opened from inside

- Fire doors are kept closed and in good repair
- Risk assessments are reviewed regularly, especially after any changes to the premises

Fire Drills and Evacuation Practice

- Conducted **at least every 3 months**
- Also carried out:
  - After significant changes (e.g., new staff, large intake of children)
- Drills are:
  - Conducted at different times and days
  - Inclusive of all children and staff
- Records are kept including:
  - Date and time
  - Number of children and staff
  - Evacuation time
  - Any issues identified and actions taken

Staff Training

All staff:

- Receive fire safety training at induction
- Participate in regular refresher training
- Understand:
  - Their role in evacuation
  - How to safely evacuate children (including non-mobile babies)
  - Location of assembly points
  - Use of alternative exits

Each room has a **clear evacuation plan**, including:

- Procedures for babies (use of evacuation cot)
- Alternative escape routes

Fire Safety Checklist

Item	Responsible Person	Frequency	Location/Notes
Escape routes & fire exits	Fire Marshal	Weekly	Must remain clear and identifiable
Fire extinguishers & blankets	Site Manager	Monthly/Annual service	Checked & serviced
Evacuation pack	Room Leaders	Daily	Fully stocked
Smoke/heat alarms	Site Manager	Weekly test	Recorded

Fire alarm system	Site Manager	Weekly test	Logged
Fire doors	All staff / Fire Marshal	Daily	Closed, unobstructed

Registration and Records

- Accurate registers of children, staff, and visitors are maintained at all times
- Registers must include arrival and departure times
- In an emergency, the following must be taken:
    - Children's register
    - Staff register
    - Visitor login ipad
    - Emergency contact list

No Smoking/Vaping Policy

The nursery operates a strict no smoking or vaping policy on the premises at all times.

Fire Drill / Emergency Procedure

On Discovering a Fire

- Raise the alarm immediately:
    - Activate alarm
- Evacuate immediately under guidance of fire marshal/manager
- Collect room register (if safe to do so)
- Use nearest safe exit
- Proceed to assembly point: **school yard at the rear of the building**
- Close doors behind you
- Do **not** collect personal belongings
- Do **not** attempt to fight the fire
- Do **not** re-enter the building

Evacuation of Babies

- Use evacuation cot
- Exit via main corridor and Snowdrop playground fire exit door

If Unable to Evacuate

- Stay in a safe location
- Keep children calm and together
- Inform manager/fire marshal of:

- Your location
- Number and identity of children/adults

Manager / Fire Marshal Responsibilities During Evacuation

- Collect:
  - Central register
  - Staff register
  - Nursery phone
  - Keys
  - Visitor login iPad
  - Fire bag (emergency contacts, nappies, wipes, blankets)
- Call emergency services: **Dial 999 – Fire Service**
- At assembly point:
  - Check all children against register
  - Account for all staff and visitors
  - Report missing persons to fire service
  - Provide relevant information

Assembly Point

- **School yard at the rear of the building**

Key Safety Reminders

- Do not collect belongings
- Do not re-enter building under any circumstances
- Do not attempt to fight the fire
- Always follow instructions from fire marshal/emergency services

Monitoring and Review

- Policy reviewed **annually** or:
  - After fire drills
  - After any incident
  - Following changes in legislation or premises
- Reviewed in consultation with:
  - Staff
  - Parents (where appropriate)

Policy Written By: N A Collins

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Approved By: A Gregory

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