



Fire Safety Policy



EYFS: 3.54, 3.55, 3.56

At **Crockham Hill Pre-School**, 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 Marshalls are **Sophie Martin and Helen Timlin**

We ensure the nursery premises are compliant with fire safety regulations, including following any major changes or alterations to the premises. The *manager/*designated fire marshal 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 three months 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 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 Hall Manager, Angela Baker, checks fire detection and control equipment and fire exits in line with the timescales in the checklist below.

Fire checklist

	Who checks	How often	Location
Escape route/fire exits (all fire exits must be clearly identifiable)	Sophie Martin/Helen Timlin	Daily	Hall – into car park and fire safety point
Fire extinguishers and blankets	Angela Baker has an outside company come in to check all extinguishers and blankets	Annually	Numerous in the hall and kitchen
Evacuation pack	Sophie Martin/Helen Timlin	Daily	First Aid Kit Register folder – Staff work top
Smoke/heat alarms	Angela Baker	Weekly	Foyer/Hall/Kitchen
Fire alarms	Angela Baker	Weekly	Foyer/Hall/Kitchen
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	Angela Baker	Weekly	Two sets of fire doors in the hall, two sets in the cupboards, and one in the kitchen.

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. An accurate record of visitors must be kept in the visitor's book. These records must be taken out along with the register and emergency contacts list in the event of a fire.

No smoking policy

The nursery operates a strict no smoking policy – please see this separate policy for details.

Fire drill procedure

On discovering a fire:

- Calmly raise the alarm by blowing the whistle/breaking the alarm glass
- Immediately evacuate the building under guidance from the Managers, Carly Miles and/or Helen Timlin
- Using the nearest accessible exit lead the children out, assemble at **Fire Safety Point at opposite end of the car park**
- 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 Deputy Manager is to:

- Pick up the children's register, staff register, mobile phone, keys, visitor book and fire evacuation pack (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 – **opposite end of car park**, 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 was adopted on	Signed on behalf of the nursery	Date for review
<i>September 2025</i>	<i>H Timlin</i>	<i>September 2026</i>