

18. Fire Safety Policy

EYFS: 3.55, 3.56, 3.57

At La Petite Academy 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 manager is **Carol Daly**.

The designated fire marshals are **Carol Daly, Jodie Hursthouse, Seren Brown, Chelsea Dakin, Charlotte Gregory, Jojo Ebanks, Ahmreen Naz and Ruby Harvey**.

We ensure the nursery premises are compliant with fire safety regulations, including following any major changes or alterations to the premises. The manager ensures we have all the appropriate fire detection and control equipment (e.g. fire alarms, smoke detectors, fire blankets and/or fire extinguishers) are 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 term 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 manager and fire marshals check 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)	Main nursery: Carol Daly or Seren Brown Baby unit: Seren Brown or Ahmreen Naz	Daily safety checks upon first entering the building.	Front and rear doors and side gates in the main nursery. Front, side and patio doors and side gates in the baby unit.
Fire extinguishers and blankets	Watson Fire (01332 516794)	Annually	Kitchen and corridor in the main nursery. Kitchen, corridor and main playroom in the baby unit
Smoke/heat alarms	O'Heap and Sons (01332 366721)	Annually	All areas
Fire alarms	Carol Daly/ Seren Brown	Monthly	Main nursery and baby unit
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	All staff	Daily	All areas

A deputy is appointed to cover this role when the manager is absent. The deputy is Seren Brown and the Room Leaders/SENDSCO in her absence.

Registration

An accurate record of all staff and children present in the building must be kept at all times with children and staff must be 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 situated at either end of the main nursery corridor and in the baby unit next to the front door in the playroom and by the side exit door.
- Immediately evacuate the building under guidance from the Manager on duty or other senior personnel (Collecting children's room register, where applicable)
- Using the nearest accessible exit lead the children out, taking the room register with you and assemble on the green opposite the nursery
- If using the front exit, press the emergency door release (green box) to prevent the magnetic mechanism reclosing and assemble on the green opposite the nursery
- If using the back exit, open the side gates and assemble on the green opposite the nursery
- Close all doors and windows behind you wherever possible
- To ensure safety whilst crossing the road to the green, at least one staff member is to stand in the road allowing the children and staff to cross in front of them. Where two staff are doing this, the children and staff are to cross the road in between them
- In the main nursery, toddlers will be evacuated first, followed by Preschool and then schoolers if on the premises. Extra staff will be allocated to any child with Special Educational Needs or mobility needs.
- Baby unit annex must raise the alarm and press the panic button located next to the front door to alert staff in the main nursery that there is an emergency. If possible, notify the main nursery using the internal phone.
- All available staff from the main nursery will assist in aiding the babies to safety
- Any staff on their break or time out upon hearing the fire alarm will assist in evacuating the babies if it is safe to do so. If not, exit the building immediately via one of the rear fire exits
- Whether the alarm has been raised in the Baby Unit or Main Nursery, once you have reached the evacuation point you must check your register to ensure all children are accounted for and alert the senior staff member on duty if not
- 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 the 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 manager or senior member of staff on duty is to:

- Pick up the staff register, student register, mobile phone, keys and visitor book
- Telephone emergency services: dial 999 and ask for the fire service
- In the fire assembly point area (the green across the road) check the registers to 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.

Staff from each base room are responsible for ensuring their register is taken out and accounting for all children. Any missing children should be reported immediately to the senior staff member on duty.

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
13/05/25	<i>Seren Brown</i>	30/04/2026