Fire Safety

Policy

(2025–2026)

Fire Safety and Emergency Evacuation Policy

Little Wonders Nursery

1. Purpose

This policy ensures that Little Wonders Nursery maintains the highest standards of fire safety and emergency preparedness. Its aim is to protect children, staff, visitors, and contractors from harm in the event of a fire or other emergencies, and to provide clear guidance on prevention, evacuation, and post-incident procedures.

2. Scope

This policy applies to:

- All nursery staff, including temporary and volunteer staff
- Children attending the nursery
- Visitors and contractors
- Any external agencies working on site

3. Fire Safety Procedures

Fire Risk Assessment

- A comprehensive fire risk assessment will be conducted and reviewed annually, or sooner if there are significant changes to the building, layout, or occupancy.
- The assessment will identify potential fire hazards, evaluate risks, and implement control measures to minimize fire incidents.

Fire Prevention Measures

- Electrical equipment will be regularly tested and maintained.
- Flammable materials will be stored safely and away from ignition sources.
- Staff will ensure that cooking areas and heaters are never left unattended.

Fire Drills

- Fire drills will be conducted at least once per term, with one drill during operational hours including children.

- Drills will be recorded, including the time taken to evacuate and any issues encountered.
- Procedures will be adapted for new children, visitors, or changes in staffing.

Fire Extinguishers and Equipment

- Fire extinguishers, fire blankets, and other firefighting equipment will be located in clearly marked, accessible locations.
- All equipment will be inspected monthly and serviced annually by a qualified professional.

Emergency Exit Routes

- All emergency exits will be clearly marked, illuminated, and free from obstruction.
- Exit routes will be regularly inspected and maintained, ensuring accessibility for all children, including those with additional needs.

4. Evacuation Plan

Evacuation Procedure

- In case of fire or emergency, staff will calmly guide children to the nearest safe exit.
- Fire marshals will ensure all rooms, including bathrooms and storage areas, are checked.
- Staff will carry mobile phones and emergency contact lists to communicate and account for all children.

Assembly Point

- A pre-designated assembly point outside the building will be used for headcounts and staff accountability.
- No one will re-enter the building until cleared by the fire service.

Children with Special Needs

- Individual evacuation plans will be in place for children with mobility, sensory, or other additional needs.
- Staff assigned to support these children will receive training to ensure a safe and timely evacuation.

Visitors and Contractors

- All visitors will be informed of evacuation procedures on arrival.

- Contractors working on site will follow the nursery's emergency procedures and be supervised during drills if present.

5. Fire Safety Training

- All staff will receive fire safety and emergency evacuation training during induction.
- Refresher training will occur annually or whenever procedures change.
- Training will include:
  - Use of fire extinguishers and other safety equipment
  - Emergency evacuation procedures
  - Identifying and reducing fire hazards
  - Supporting children with special needs during emergencies

6. Record Keeping and Review

- Fire drills, training, equipment checks, and risk assessments will be documented and stored securely.
- The policy will be reviewed annually or sooner if regulations change or an incident occurs.