

HARVEY ROAD DAY NURSERY LIMITED



FIRE SAFETY POLICY

EYFS: 3.22, 3.26, 3.64, 3.65

At Harvey Road Day Nursery we make sure the nursery is a safe environment for children, parents, staff and visitors through our fire safety policy and procedures.

The manager makes sure the nursery premises are compliant with fire safety regulations, including following any major changes or alterations to the premises and seeks advice from the local fire safety officer as necessary.

The Housing Officer “designated Fire Marshall” has overall responsibility for the fire drill and evacuation procedures. In the absence of the Housing Officer or other HHS Staff member the Nursery Manager or Deputy will assume the role.

Fire drills are carried out by HHS every 6 months. All fire drills or evacuations are recorded by the Manager/Deputy in the red book kept in the office, this includes staff, children, parents present any observations noted. These drills will 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 drills.

The Manager /HHS check fire detector and control equipment and fire exists in line with the timescales in the checklist below.

Fire checklist

	Who checks	How often	Location
Escape route/fire exits (all fire exits are free of obstruction and easily opened from inside and must be clearly identifiable)	Staff/Manager at the start of the day	Daily	Nursery
Fire extinguishers and blankets	Chubb	Annually	Nursery kitchen, staff room & office
Evacuation pack	Manager	Termly	Garden
Smoke/heat alarms	HHS	Annually	
Fire alarms	HHS	Weekly	
Fire doors in good repair	Nursery Caretaker	Termly	All Nursery Rooms

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 contact list in the event of a fire.

No smoking policy

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

Fire drill procedure

On discovering a fire:

- Calmly raise the alarm by breaking the alarm glass.
- Immediately evacuate the building under guidance from the manager on duty.
- Using the nearest accessible exit lead the children out, assemble at your named area in the garden.
- 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 room leader is to:

- Pick up the children's and staff register.
- In the fire assembly point area – back of the garden, check the children/staff against the register. Feedback to the Manager/Deputy once all safely evacuated and register completed in regards to missing persons.

The Manager/Deputy is to:

- Pick up office register, mobile phone, keys.
- Telephone emergency services dial 999 and ask for the Fire Service.
- Account for all children, staff and visitors.
- Advise the fire service of anyone missing and possible location if known.

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
February 2026	Suzanne Baldry - Manager	February 2027