



Fire Safety

At **Little Discoverers** we make sure the nursery is a safe environment for children, parents, staff and visitors through our fire safety policy and procedures.

The caretaker designated fire marshal **Ishaq Patel** 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 designated fire marshal has overall responsibility for the fire drill and evacuation procedures. These are carried out and recorded for each group of children every couple of week 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 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 rehearsals.

The designated fire marshal 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)	Ishaq Patel	Daily	Main entrance Back door near the back preschool room
Fire extinguishers and blankets	Ishaq Patel	Weekly	Kitchen Main entrance Outside office
Evacuation pack	Ishaq Patel	Weekly	
Smoke/heat alarms	Ishaq Patel	Weekly	In all rooms
Fire alarms	Ishaq Patel	Weekly	In all rooms
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	Ishaq Patel	Daily	

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

Fire drill procedure On discovering a fire:

- Calmly raise the alarm by ringing the bell or breaking the alarm glass
- Immediately evacuate the building under guidance from the manager on duty/fire marshal
- Using the nearest accessible exit lead the children out, assemble at **front in the car park**
- Close all doors behind you wherever possible
- Toddlers use main entrance



- Preschool use back fire exit entrance
- 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 register, staff register, mobile phone, keys, visitor book and fire bag/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 – **Main entrance** 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.

At Little Discoverers, 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.

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 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 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 *manager/*designated fire marshal checks fire detection and control equipment and fire exits in line with the timescales within the checklist below.

Reviewed: August 2026



