

Fire Safety Policy

At Little Dragons 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 designated fire marshal (Kerri Scott) will make 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 marshals 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 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 marshals will check fire detection and control equipment and fire exits in line with the timescales in the checklist below.

Fire checklist

Item	Who checks	How often	Location
Escape route/fire exits (all fire exits must be clearly identifiable)	Kerri Scott	Daily	Throughout the building – see attached Plans
Fire extinguishers and blankets	Ablaze Fire Protection Ltd	Annually	Designated Fire Points – see attached Plans
Evacuation pack	Kerri Scott	Quarterly	Stored in each room
Smoke/heat alarms	Kerri Scott	Annually (Maintenance)	Throughout the building
Fire alarms	Kerri Scott	Annually (Maintenance); Fire Alarm test (once a week)	Throughout the building
Fire doors unlocked, closed, in good repair, doors free of obstruction and easily opened from the inside	Duty Manager	Ongoing daily	Throughout the building

Registration

An accurate record of all staff, children and visitors 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.

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Fire drill procedure

On discovering a fire:

- Calmly raise the alarm by breaking the alarm glass.
- Immediately evacuate the building under guidance from the fire marshals.
- Using the nearest accessible exit lead the children out, assemble at the Primary Muster point (Main outdoor play area that corners Bearley Road and The Green).
- Close all doors behind you wherever possible.
- The upstairs pre-school room, office and staff room are to vacate via the staircase and out to the Primary Muster point via the side door leading to the main outdoor play area. In the event of obstruction, the side external door at the bottom of the stairs should be used and assemble at the Primary Muster point.
- When evacuating babies from the baby room, staff are to place children in the evacuation cots and wheel them out to the muster point via the door leading to the outdoor play area. In the event of obstruction, staff should use the bifold doors located in the baby room and assemble at the Primary Muster point.
- Children and staff located on the ground floor are to evacuate via the side doors leading to the main outdoor play area. In the event of obstruction, staff should use the main entrance doors and assemble at the Primary Muster point.
- Please note that when evacuating children or adults with mobility difficulties the same routes of escape should be adopted as above. Individuals with mobility difficulties will always be situated on the ground floor to ensure safe and prompt evacuation.
- 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 the Primary Muster Point is compromised, then the Secondary Muster Point located at the Snitterfield Primary School Car Park is to be used. (See attached Plan)

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 fire marshal 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

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- In the fire assembly point area – Main Outdoor Play Area 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
August 2026	Kate McLeod	August 2027