



Suitable premises

3.4.1 Fire safety policy and procedure

Policy statement

At School House Nurseries we ensure that our premises have the highest possible standards of fire precaution. The Owners, Manager and all the staff are familiar with the current legal requirements. We have a Designated Fire Marshall (see Roles and Responsibilities) and where necessary we seek the advice of a competent person, such as a Fire Safety Consultant.

How we ensure fire safety

- The basis of fire safety is risk assessment. These are carried out by our Designated Fire Marshall.
- The Designated Fire Marshall and Manager have received training in fire safety sufficient to be competent to carry out risk assessment. Our risk assessments are written down in our risk assessment folder, which is kept in the classroom.
- We have a copy of the fire safety risk assessment that applies to the building.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke / heat detectors and our fire extinguishers conform to BSEN standards and are fitted in appropriate high risk areas of the building. They are checked weekly.
- The fire officer is responsible for the fire drill and emergency evacuation procedures. These are carried out when new staff or large groups of new children join.

Registration

An accurate record of all staff and children present in the building must be kept at all times with children and staff 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.

Emergency evacuation procedures

- Our evacuation procedures are the basis of our fire drill. They are set out in a separate document 'Fire safety: The procedure for evacuating the building' and they are approved by our Fire Officer.



- They are clearly displayed on the parent noticeboard.
- They are explained to new members of staff, volunteers and parents
- They are practiced regularly at least once every four weeks.
- Records are kept of fire drills and the servicing of fire safety equipment.

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.

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.

Fire drills

- There will be a fire drill approximately every four weeks, and within one week of a new member of staff joining, to ensure that all children have the opportunity to practise, no matter what days and times they attend.
- Any changes that make the procedure more effective will be noted and shared with adults, and practised again with the children.

The fire drill record book must contain

- Date and time of the drill.
- How long it took to evacuate the building.
- Whether there were any problems that delayed the evacuation.
- Any further action required to improve the procedure.

Fire extinguishers

- There is:
 - One fire extinguisher and the fire blanket in the kitchen.
 - One extinguisher is by the main door.
 - Fire extinguishers beside the exits.

- Fire extinguishers should only be used once the safety of the children has been ensured, and in using them you should never take any personal risks. Never put a fire between yourself and the exit and never use a water extinguisher on an electric fire. If the fire needs more than one extinguisher it's too big for untrained people to cope with.

Fire doors

- Fire doors are never propped open.

No smoking/vaping

- The nursery operates a strict no smoking/ vaping policy.

This policy was updated and reviewed on:

Review date	Name	Signature
September 2025	Rachel Holmes	