



Fire Safety Policy

January 2026- January 2027

EYFS: 3.55, 3.56, 3.57

At Acorn Childcare Centre 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.

The designated fire marshals are Lorna Hodgett (manager)/Donna Downs (Deputy Manager) / Sarah Kennedy (H & S officer)/Martha Bomken/ Hollie Robbins/ Sally Woods

Legal framework

This policy has due regard to statutory legislation and government guidance, including, but not limited to, the following:

The Regulatory Reform (Fire Safety) Order 2005

Department for Communities and Local Government (2006) 'Fire Safety Risk Assessment – Educational Premises'

DfE (2015) 'Supporting Pupils at Childcare centre with Medical Conditions'

Health and Safety at Work etc. Act 1974

Management of Health and Safety at Work Regulations 1999 (as amended)

This policy also has due regard to childcare centre documents including, but not limited to, the following:

Health and Safety Policy

Fire Safety Risk Assessment

Fire Evacuation Record

Fire Action Notices

We ensure the nursery premises are compliant with fire safety regulations, including following any major changes or alterations to the premises. The designated fire marshals ensure 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 seek advice from the local fire safety officer as necessary.

The Centre manager will sporadically throughout the childcare centre year, but at least **once** per full term, and preferably once per half term, undertake a whole-childcare centre fire evacuation drill to ensure the childcare centre's staff members, pupils and visitors know what to do in the event of a real fire.

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.

Registration

An accurate record of all staff and children present in the building must be always kept and children/staff must be 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.

Fire drill procedure

- The person who discovers the fire/smoke will sound the nearest fire alarm.
- On hearing the alarm, the building will be evacuated without delay and all children, staff members and visitors will proceed to the designated fire assembly point for a register called by the childcare centre manager/room leaders (such register to include staff, visitors and children).
- During registers, the children will be encouraged to remain silent to ensure the process can be completed quickly.
- As soon as the fire alarm sounds, the childcare centre manager will ascertain the location of the fire from the fire alarm panel.

- The fire service will be called by the childcare centre manager.
- The childcare centre manager will liaise with the Malcolm Sargent Primary School fire marshals during fire evacuations and follow instructions by the school staff.
- People will only be allowed to re-enter the building once it has been deemed safe by the childcare centre manager or other responsible person i.e. a member of the fire service.
- If the centre is not safe to re-enter, all staff members and children and visitors will move across to the school until the children are collected by a parent. All visitors will be asked to leave the premises until further notice. If the school is also not safe for use, the centre has an arrangement with the Danish Invader Public House to use their premises for all the children to be cared for safely by staff members until they can be collected by their parent.
- In the event someone is injured in the fire, the childcare centre manager will ring for an ambulance immediately. Whilst waiting for the emergency services, one of the childcare centre's first aiders will administer any first aid required.
- Measures, such as multiple fire escapes and exits are put in place to ensure all staff members, children and visitors can escape the childcare centre.
- To ensure the fire alarm is heard throughout the childcare centre buildings, manual call points are fitted at each final exit.
- Fire exits are kept clear and are clearly signed.
- The childcare centre has a relevant and up-to-date fire action notices in place in every room in the centre.
- As part of their training, all staff members will familiarise themselves with the fire action notices.
- Details of the childcare centre's fire assembly point is available on the fire action notice.

Detection equipment

- All main rooms, including kitchens, corridors and offices within the childcare centre are fitted with a smoke detector.

- Detection equipment and call points will be tested by specialist contractors every six months.
- The childcare centre's budget is adjusted to ensure the upkeep of fire detection equipment.

Protection equipment

- Fire protection equipment such as fire extinguishers and fire blankets are available and easily accessible all around the childcare centre.
- Fire extinguishers are tested annually by specialist contractors.
- The childcare centre's budget is adjusted to ensure the upkeep of fire protection equipment.
- Specialist contractors have been engaged to ensure that the fire detection equipment and fire extinguishers are serviced and checked regularly. Any remedial action required will be actioned immediately.
- Emergency lighting is installed; if normal lights fail during a fire these emergency lights will illuminate exit routes and help people escape if visibility is poor.
- Emergency lighting will be tested at appropriate intervals by a specialist contractor to ensure it remains in full working order.

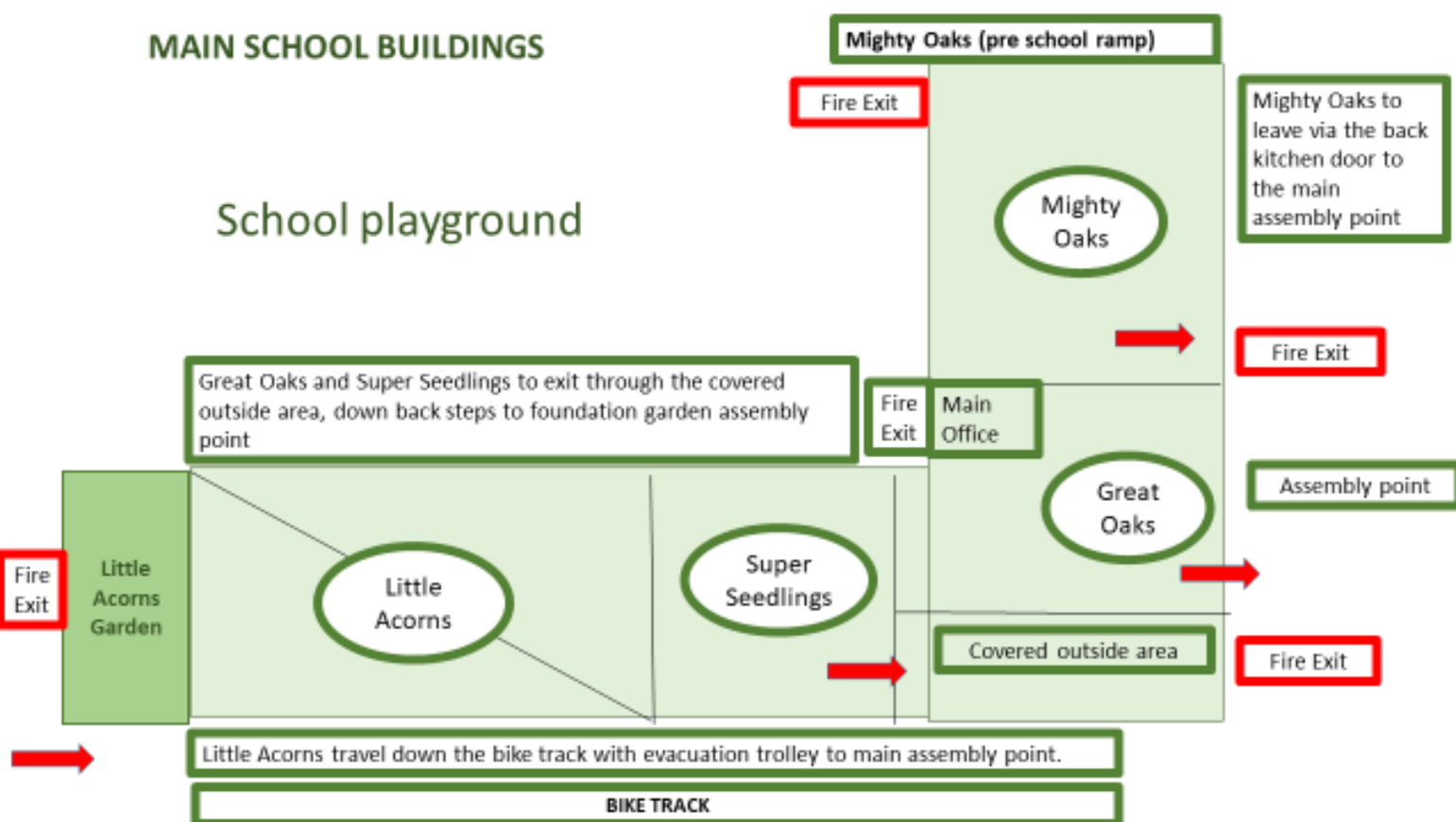
Remember

- 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 is updated at least annually in consultation with staff and parents and/or after a fire evacuation practice and/or fire.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>January 2024</i> <i>Reviewed February 2025 – SK</i> <i>Reviewed January 2026</i>	<i>Lorna Hodgett</i>	<i>January 2027</i>

MAIN SCHOOL BUILDINGS



Fire Evacuation Procedure – plan A to be used at all times where possible

1. Little Acorns leave the room via rear entrance/fire door and travel outside, down the bike track to assembly point in foundation garden. Evacuation trolley is stored in the wellbeing office along with the gate key.
2. Super Seedlings leave the room via main grey external door, travelling down the steps to rear of the building to assembly point in the foundation garden.
3. Great Oaks leave the room via main grey external door, travelling down the steps to rear of the building to assembly point in the foundation garden.
4. Mighty Oaks leave via **fire door 2**, down steps and walk across to the assembly point in the foundation garden.
5. Office staff leave **via Mighty Oaks fire door 2**, down steps and walk across to the assembly point in the foundation garden. Office staff close all fire doors and sweep building.
6. Management working in 0-3 building leave via the Little Acorns exit closing all fire doors and sweep building.
7. Room staff will use Connect registers to complete roll call at the assembly point.

Fire Evacuation Procedure – plan B to be used if plan A is compromised for safety

Where it is not possible for rooms to pass the building along the main ramp and access the from assembly point they will follow the following plan:

1. Little Acorn and Mini Seedlings leave via rear entrance/fire door and travel through the baby garden gate, through the front playground gate to assembly point in the front school playground. Evacuation trolley and gate key is stored in the wellbeing office.
2. Super Seedlings leave the room via the main grey external door, travel through the security gate at main entrance and along ramp down towards playground gate. Exit to assembly point on the front school playground. Gate key is kept in the Super Seedlings cupboard.
3. Great Oaks leave via main grey external door, travel through the security gate at main entrance and along ramp down towards playground gate. Exit to assembly point on the front school playground. Gate key is kept in the Super Seedlings cupboard and will be opened by either Super Seedlings OR Little Acorns.
4. Mighty Oaks leaves out of fire exit door 1, down the ramp and to the front playground assembly point.
5. Staff working in second office leave via the Little Acorns exit closing all fire doors and sweep building.
6. Office staff leave from main office out of the reception fire exit door, along ramp down towards playground gate. Exit to assembly point on the front school playground. Office staff close all fire doors and sweep building.
7. Room staff will use Connect register to complete roll call at the assembly point.

Oak Leaf to
exit out of
their fire door
and follow
the path out
onto the

Oak Leaf

Access path to Key Stage 1 playground



Fire Exit

Oak
Leaf

Oak Leaf secure

Oak Leaf
garden

Oak Leaf
cloakroom