Fire Safety

EYFS: 3.54, 3.55, 3.56

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

The Sharon Avery, Nursery Manager,/Designated Fire Marshal, **Tina Evans**, 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 Sharon Avery, Nursery Manager,/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 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 Sharon Avery, Nursery Manager,/Designated Fire Marshal checks fire detection and control equipment and fire exits in line with the timescales in the checklist below.

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 – please see this separate policy for details.

Fire drill procedure

On discovering a fire:

- Calmly raise the alarm by ringing the alarm.
- Immediately evacuate the building under guidance from the Sharon Avery, Nursery Manager, on duty.
- Using the nearest accessible exit lead the children out, assemble at **In the Car Park, at the front of the building near the bin store.**
- 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 Sharon Avery, Nursery Manager, of your location and the identity of the children and other adults with you.

The Sharon Avery, Nursery Manager's & Room Leaders are to:

- Pick up the children's register, staff register, nursery 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 –**In the Car Park, at the front of the building near the bin store.**
- 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 reviewed	Signed on behalf of the nursery	Date for review
June 2026		*May 2027*