



02. Fire Safety Policy 2024/2025

Alongside associated procedures in 02.1 Fire Safety, this policy was adopted by Little Fishes Nursery School on 19/01/23 and reviewed on 9/11/23, 6/12/24.

Review date: December 2025

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02. Fire safety policy

Aims

It is the policy of Little Fishes, as part of the relevant Early Years Foundation Stage Safeguarding and Welfare requirements to ensure that the setting is a suitable, clean and safe place for children to be cared for; that the risk of fire is minimised by undertaking regular risk assessments, having in place suitable fire precaution systems and robust procedures for the evacuation of the setting in case of fire.

Objectives

We recognise that we have a corporate responsibility and a duty of care for those who work in and receive a service from the setting. Individual employees and those who use our services also have a responsibility to ensure their own safety as well as that of others especially those who are more vulnerable such as the young children in our care and children with disabilities or special educational needs. Risk assessment is the key means to achieve this.

- In the event of a fire, safety and preservation of life will override all other considerations.
- Fire extinguishers should be used only to secure a safe exit not to actively fight a fire.
- Evacuation procedures are regularly tested, timed and reviewed. This is recorded and a copy kept.
- A fire risk assessment is carried out annually by a competent person at St. James' church in accordance with Regulatory Reform (Fire Safety) Order 2005.
- St James church are responsible for the providing, checking, testing and recording of fire prevention and fire fighting equipment.
- Fire exit emergency lighting is checked annually. Fire control equipment is maintained and serviced annually by a qualified contractor (including boiler room extinguisher)'
- Electrical equipment is tested annually by a qualified contractor.
- Gas boilers are serviced annually by a 'Gas safe' contractor.
- All staff are trained to the level of fire marshal and are trained in fire prevention, location of fire fighting equipment, fire evacuation procedures and safety checks. It is the duty of all staff to make themselves familiar with the agreed evacuation procedures and the position of fire extinguishers.
- Staff should follow good housekeeping practices to eliminate or reduce fire risks by maintaining clear escape routes and removing rubbish.
- Staff check smoke detectors are working and record them on the monthly safety check sheet.
- The use of small candles on a birthday cake is allowed but must they be extinguished safely and matches stored safely and out of reach of children.

02 Fire Safety Procedures

02.1 Fire safety procedures: Risk Assessment

- The setting manager has access to, or a copy of, the fire safety procedures specific to the building and ensure they align with these procedures. The setting manager makes reasonable adjustments as required to ensure the two documents do not contradict each other.

- St James church carries out an annual fire safety risk assessment and is responsible for the fire safety equipment. Please also see St. James' shared fire risk assessment.
- In addition, Little Fishes carry out a risk assessment 02.1a Fire Safety Risk Assessment, specific to the needs of the Nursery during its occupation of the church centre. The fire risk assessment records the following steps to fire safety as follows (see fire risk assessment form below):

02.1a Fire Safety Risk Assessment form

St James Church Risk Assessment	Little Fishes Fire Risk Assessment
<p>The risk assessment focuses on the following areas:</p> <ul style="list-style-type: none"> ▪ Identify fire hazards <ul style="list-style-type: none"> ○ sources of ignition ○ sources of fuel ○ sources of oxygen ▪ Identify people at risk <ul style="list-style-type: none"> ○ People using the premises ○ People who are particularly at risk ▪ Evaluate, remove, reduce and protect from risk <ul style="list-style-type: none"> ○ Evaluate the risk of a fire occurring ○ Evaluate the risk to people from a fire starting ○ Removed and reduce the hazards that may cause a fire to occur ○ Remove and reduce the risks to people from a fire <ul style="list-style-type: none"> -Detection and warning -Fire fighting -Escape routes -Lighting -Signs and notices -Maintenance ▪ Record, plan, inform, instruct and train <ul style="list-style-type: none"> ○ Record findings and actions taken ○ Prepare an emergency evacuation plan ○ Instruct relevant people, inform and cooperate with others ○ Provide training on fire safety ▪ Review 	<p>The risk assessment focuses on the following areas:</p> <ul style="list-style-type: none"> ▪ Identify fire hazards: <ul style="list-style-type: none"> ○ Electrical plugs wires and sockets ○ Electrical items ○ Gas boilers ○ Cookers ○ Matches ○ Flammable materials (including paper, furnishing, furniture) ○ Flammable chemicals (covered in COSHH) ○ Means of escape ▪ Identify people at risk <ul style="list-style-type: none"> ○ People using the premises ○ People who are particularly at risk ▪ Evaluate, remove, reduce and protect from risk ▪ Record, plan, inform, instruct and train <ul style="list-style-type: none"> ○ Record findings and actions taken ○ Prepare an emergency evacuation plan ○ Instruct relevant people, inform and cooperate with others ○ Provide training on fire safety ▪ Review

02.02 Fire safety procedures: Fire precautions

- Fire exit signs are the green 'running man' signs and are in place and clearly visible.
- Fire exits by doors are those that show a green light at night.
- Fire doors are not locked during normal working hours. This is with the exception of the front door (locked from the inside but keys remain in the top lock: enable any adult to exit), the corridor door (key left in top and easily turned by an adult)
- Fire evacuation notices are in every room; these are displayed in print large enough to read from a short distance. They say where the assembly point is.
- Smoke alarms are in place and tested monthly. This is recorded.
- A fire blanket is in place in the kitchen (and any other location where there is a cooker).
- Fire extinguishers are in place and are appropriate.

02.03 Fire safety procedures: Evacuation Procedure, in the event of a fire.

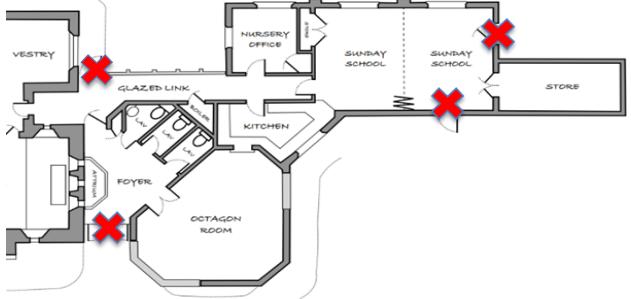
The alarm signal will be raised by the ringing of the large bell and shouting fire.

- **Manager/Deputy** responsible for leading evacuation.
- **All Staff** to lead children through nearest fire escape and assemble at muster point.
- **Deputy** picks up register file, register tablet, fire grab bag (containing high vis jackets) and First Aid kit which includes mobile phone and contact numbers. These are both readily available in the hatch area.
- Other **fire warden** checks toilets, foyer, kitchen and octagon room. Brings second phone.
- Doors and windows to be closed if safe to do so.
- A headcount is done by a designated **fire warden**.
- **Manager / deputy** checks names from register, including staff.
- Designated **fire warden** to telephone emergency services if necessary and steering group.
- **Leader of any other group** on the premises to be advised to check their register.
- **Staff** only attempt to tackle a small fire if it is safe to do so.
- Return to building only when "All clear" is given.
- If it is unsafe to re-enter building, **staff** to phone parents / carers to have children collected from the Recreation Ground.
- **Staff** lead children away from scene and along to the Recreation Ground.

Children are signed out by **manager / deputy** as they are collected.

Escape Route

Escape routes:
The escape routes are:



1. Octagon/ foyer: Via main door in entrance foyer (designated fire exit).
2. Main room: Via Fire Door in main room (designated fire exit)
3. Main room: Via glass door in main room, locked but key above door, through garden, turning left or right depending where incident is.
4. In event of both fire exits blocked in emergency: Via door in glazed link to churchyard.

Legal References

- Regulatory Reform (Fire safety) Order 2005
- Electricity at Work Regulations 1989

Further guidance

- Fire Safety Record (Early Years Alliance 2019)
- Fire Safety Risk Assessment Educational Premises
www.communities.gov.uk/publications/fire/firesafetyrisk6
- Fire Safety Risk Assessment: Educational Premises (HMG 2006):
www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises

This policy was adopted on: 19/1/23

Name of Manager: Amber Delves

Signature:

