



02. Fire Safety Policy 2025-2026

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, & 7/11/25.

Review date: December 2026

Little Fishes Fire Safety Officer: Lucy Burrage
Fire Safety Marshal: Amy Bowers

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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.

- 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 is 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.
- A 'Gas safe' contractor services gas boilers annually.
- All staff 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.
- **The fire safety officer and fire marshal undertake fire safety officer training every 2 years.**

02 Fire Safety Procedures

02.01 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):

02.01a 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: 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 except for 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.

- 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, in the office and out of reach of children.
- **Any faulty electrical equipment is taken out of use and recorded as such or condemned (whichever is necessary).**
- **Water and electrical items do not come into contact; staff do not touch electrical items with wet hands.**

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

- 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.
- The following procedure **02.03a** is displayed in every room.

Raising the Alarm:

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

Muster point:

Front of church centre, alongside fence

Further actions that should be taken upon the call to evacuate:

Action

- **The most senior manager** is responsible for leading evacuation.
- **All Staff** to lead children through nearest fire escape and assemble at muster point. Younger children can be carried if necessary.
- Children with additional needs must have a Personal Emergency Evacuation Plan. Staff must be aware of children who have plans in place and the support measures to be followed.
- **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. Close doors if safe to do so.
- Other **fire marshal** checks toilets, foyer, kitchen and octagon room. Brings second phone and visitor book. Close doors if safe to do so.
- A headcount is done by a designated **fire marshal**.
- **Manager / deputy** checks names from register, including staff.
- Designated **fire marshal** 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 Rowledge School.
- **Staff** lead children away from scene and along to Rowledge School.
- Children are signed out by **manager / deputy** as they are collected.

Location of utilities

Gas shut off valve

Located in the Garden cupboard to the rear of the church. Key is kept in cupboard below light controls by main porch door.

Electricity main switch

In the cupboard below the lighting controls by the main church porch.

Water stopcock

For the main church is in the Halifax memorial garden by the main church porch under a blue marked cover. For the church centre it is located in the cupboard to the rear of the organ.

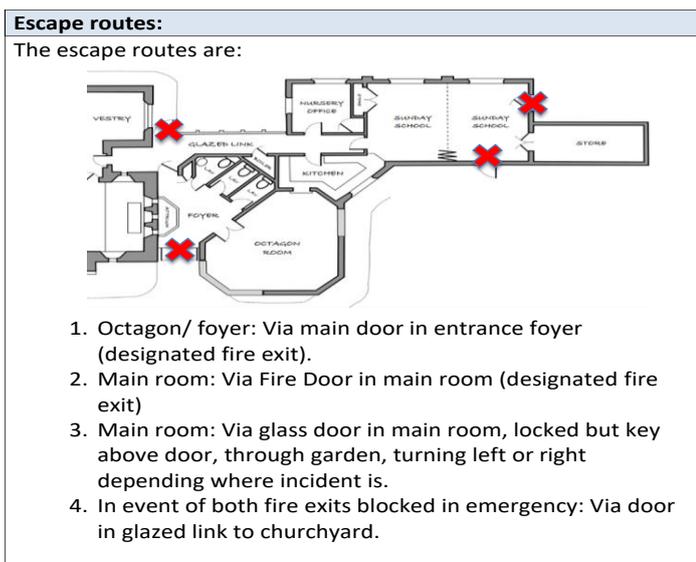
Location of fire fighting equipment

Fire extinguishers are located in the vestry, at the rear of the church and in the church centre kitchen. These should only be used where it is deemed safe to do so (i.e. there is clear means of escape and the fire is small).

PLEASE NOTE THAT ANY FIRE LARGER THAN A WASTE PAPER BASKET FOR EXAMPLE, SHOULD NOT BE TACKLED.

Personal safety always takes priority. If in any doubt, staff or volunteers should not attempt to tackle a fire.

Escape Route



02.04 Fire Drills

- Fire Drills (to include emergency evacuation procedures and lock down) held at least termly.
- Drills are recorded, including:
 - date of drill
 - staff involved and numbers of children
 - how long it took to evacuate
 - any reason for a delay in achieving the target time and how this will be remedied

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:

A handwritten signature in black ink that reads "A. Delves". The signature is written in a cursive style with a small flourish at the end.