NEW BEGINNINGS NURSERIES LTD

FIRE SAFETY & EMERGENCY EVACUATION POLICY

Romford – 2026

Policy owner	Responsible Person / Nursery Manager
Location	Romford
Effective date	1 September 2026
Review date	1 September 2027, or sooner following a fire, drill, significant change or identified risk
Related arrangements	Wider Emergency Plan, Fire Risk Assessment, Safeguarding Policy, room evacuation arrangements

OUR PRIORITY: EVACUATE SAFELY → ASSEMBLE → ACCOUNT FOR EVERYONE → REPORT ANYONE MISSING → WAIT FOR THE FIRE SERVICE.

1. Purpose and scope

New Beginnings Nurseries Ltd takes reasonable steps to keep children, staff, visitors and others safe in the event of fire. This policy explains the arrangements for fire prevention, raising the alarm, evacuation, accounting for everyone, fire drills, and review.

This policy is part of the nursery's wider emergency planning arrangements. The wider Emergency Plan covers other emergencies, including severe weather, loss of power or telecommunications, security incidents, significant public health incidents, building damage and cyber/data incidents. The Department for Education's emergency planning guidance expects settings to have plans that are generic enough to cover a range of emergencies, with clear roles, contacts, communication arrangements, training, exercises and review.

2. Responsibilities

Responsible Person

- Ensure the fire risk assessment, fire safety systems and emergency arrangements are maintained and reviewed.
- Ensure staff receive appropriate fire safety information, induction and refresher training.
- Ensure identified fire safety actions are followed up.

Where it is safe to do so and without delaying evacuation, check communal areas and other relevant areas for occupants. No one should put themselves at risk or re-enter the building to carry out a search.

Nursery Manager / Fire Warden

- Coordinate the evacuation and take overall responsibility at the assembly point.
- Ensure 999 is called and the Fire and Rescue Service is given clear information about anyone unaccounted for.
- Oversee fire drills, records and follow-up actions.
- Ensure the emergency mobile phone and agreed Famly access arrangements are available and tested.

Deputy Fire Warden

A Deputy Fire Warden will be appointed to assume the responsibilities of the Fire Warden/Manager when the designated Fire Warden is absent.

Room Fire Leader

- Lead children and staff from the room using the nearest safe exit.
- Check bathrooms or other areas within the room where this can be done safely and without delaying evacuation.
- Close the room door behind them where possible.
- Take the room's fire evacuation equipment where this can be done without delaying evacuation.

The Room Fire Leader will undertake a headcount of the children before leaving the room where this can be done without delaying evacuation and repeat the headcount on arrival at the assembly point.

- At the assembly point, account for the children in their care and immediately report anyone missing or unaccounted for.

All staff

- Know the nearest safe exit, alternative exit and agreed assembly point.
- Follow the instructions of the Room Fire Leader and Fire Warden/Manager.
- Do not delay evacuation to collect personal belongings, a register, a phone or other equipment.
- Take part in fire drills and report any concerns or difficulties.

3. Fire evacuation procedure

If you discover a fire

1. Raise the alarm immediately using the nearest fire alarm call point.
2. Tell the Fire Warden/Manager where the fire is, if this can be done safely.
3. Begin evacuation immediately.

4. Do not put yourself or others at risk by attempting to fight the fire.

When the fire alarm sounds

5. Stop activities and evacuate immediately and calmly.
6. Take the children with you using the nearest safe accessible exit. Do not use an exit made unsafe by fire or smoke.
7. Do not stop for personal belongings.
8. Close doors behind you where possible without delaying evacuation.
9. Go directly to the agreed assembly point and keep children together and supervised.
10. Do not re-enter the building until the Fire and Rescue Service confirms that it is safe.

Current room arrangements

Area	In a drill	In an emergency- Preferred/alternative exit
Sweet pea Room	Rear exit into the garden	Fire door in room / nearest safe alternative
Bluebell Room	Rear exit into the garden	Front or rear exit
Sunflower Room	Rear exit into the garden	Front or rear exit
Garden play	In the garden	Rear exit

Assembly point

The agreed assembly point is the **nursery front car park**. In the event of a fire and no longer being able to occupy the nursery, we will proceed to **Romford Town Hall, Main Road, Romford, RM1 3DB.** This wording should be used consistently on this policy, fire action notices, staff guidance, and drill records.

4. Famly electronic attendance and emergency roll call

Famly is the nursery's normal electronic attendance system. Paper registers are not routinely printed for fire evacuation. The live attendance information is used to establish who is present.

During a fire drill

- The drill will use the Famly Evacuation List to test the nursery's electronic roll-call process.
- The Emergency Lead/Fire Warden or another designated person will access the Evacuation List at the assembly point using the agreed designated nursery manager/fire lead warden's mobile nursery device.
- The drill will test that staff can locate and use the Evacuation List, account for children and staff, and report any missing person.
- No person will return to the building to obtain a device or register.
- The fire evacuation lead will gather any emergency medication for both children and staff to take with them.

During a real emergency

- A Manager or designated Emergency Lead will take the designated nursery manager/lead fire wardens' mobile phone from the office only where this can be done safely and without delaying evacuation.
- The designated nursery manager/fire wardens' mobile phone will be used to access Famly's Evacuation List and to communicate with the emergency services and, where required, sister nurseries.
- If the office cannot be safely accessed, nobody will return for the phone. Evacuation takes priority.
- Authorised managers or office staff at sister nurseries may access the Romford Famly attendance information remotely and support the Romford Fire Warden/Manager with the roll call.
- The fire evacuation lead will gather any emergency medication for both children and staff to take with them.
- In the event of an emergency the fire warden/manager will call New Beginnings Loughton to inform them of the fire in order to notify the parents/carers, that they have been evacuated to the **front nursery car park** we will then assemble at **Romford Town Hall, Main Road, Romford, RM1 3DB** and this will be where they will need to be collected from should we not able to re occupy the nursery.
- Remote sister nursery support is a contingency arrangement only. It does not replace the responsibility of staff at Romford to evacuate and account for the children and adults on site.

Technology contingency

As access to Famly requires an internet connection, the nursery will maintain a fully charged emergency mobile phone with mobile data and/or hotspot capability to ensure continued access to essential information during an emergency or loss of the nursery's internet connection.

The designated emergency mobile phone **must be taken by that of the Nursery Manager/Fire Lead Warden to be taken when evacuating the nursery** and must remain with them throughout the emergency evacuation and any subsequent relocation.

Where reasonably practicable, the Deputy Fire Lead Warden should ensure their mobile device is taken should the Nursery Manager/Fire Lead Warden be unavailable or the primary device become inaccessible.

5. Accounting for everyone

All visitors and contractors must be recorded in accordance with the nursery visitor procedures so that they can be accounted for during an emergency.

- Room Fire Leaders account for the children who evacuated with them.
- The Fire Warden/Manager accounts for staff, visitors, and contractors.

- The Emergency Lead/designated person accesses the Famly Evacuation List and supports the overall roll call.
- Any person who cannot be accounted for must be reported immediately to the Fire Warden/Manager, with their last known location if known.
- The Fire Warden/Manager provides this information to the Fire and Rescue Service.
- No member of staff should re-enter the building to look for a missing person.

If a person is unable to evacuate safely

• Remain in the safest available location.

• Keep children calm and together.

• Where possible and without putting anyone at further risk, inform the Fire Warden/Manager of the location and the identity of the children and adults present.

• Do not attempt to pass through an unsafe area or delay others from evacuating.

6. Children requiring additional evacuation support

Children requiring additional evacuation assistance will be identified through an appropriate risk assessment. The risk assessment will consider the child's individual needs; the equipment and staffing required and will be reviewed whenever the child's needs or room arrangements change.

- Room teams must know which children may need additional assistance to evacuate, including babies, non-mobile children, and children with additional needs.
- Room-specific evacuation arrangements must identify the equipment and staffing required.
- The Sweet pea Room will use the fire evacuation **trolley located in the cupboard to the left-hand side of the building** and follow arrangements identified in the Romford fire arrangements.
- The fire evacuation buggy must not be overloaded; the current Romford procedure specifies a maximum of six children at one time.
- Individual evacuation needs must be considered in the fire risk assessment and reviewed when a child's needs or room arrangements change.

7. Fire drills

- A fire drill will be carried out at least once every term.
- Every child and staff member must participate in a fire drill each term; more than one drill may therefore be required.
- Drills should take place at different times and on different days and should, where appropriate, test different evacuation routes.
- Drills will test the complete process: safe evacuation, access to the Famly Evacuation List, roll call, communication and identification of any missing person.

- New staff will be familiarised with fire procedures as part of induction.
- Following each drill, the Manager/Fire Warden will record difficulties, risks, learning points and actions. Lessons learned will be incorporated into future drills and procedures.

8. Fire safety checks and maintenance

Item	Who	Frequency / requirement
Escape routes / fire exits	All staff	Daily
Electronic door release systems	Nursery Manager	Weekly
Fire extinguishers and blankets	Nursery Manager / qualified person	Weekly visual check; annual qualified service
Evacuation bags and fire cot	Nursery Manager	Monthly
Smoke / heat alarms	Complete detection systems limited (CDS)	6-monthly
Fire alarm	Nursery Manager	Weekly / annually
Fire doors	All staff/Complete detection systems limited (CDS)	Daily / 6-monthly
Emergency lighting	Complete detection systems limited (CDS)	6-monthly
Emergency lighting functional/flick test	Nursery Manager	Monthly

Escape routes and final exit doors must be checked to ensure they are clear, accessible, and capable of being opened from the inside. Locks, latches and exit mechanisms must be fit for purpose.

Any defect or concern must be reported promptly to the Responsible Person and recorded in the appropriate fire safety record.

Emergency lighting functional/flick test procedure

The monthly functional/flick test should confirm that the emergency lighting operates when the normal power supply is switched off. Check the fittings for visible damage or dirt, restore the main power supply, and confirm that the emergency lighting system is recharging. Record the result in the risk assessment/fire safety log. Any failure or defect must be reported promptly and repaired as soon as possible.

9. Fire prevention

- Fire exits and escape routes must be kept clear and usable.
- Fire doors must not be wedged or obstructed and must be capable of being opened from inside.
- No smoking or vaping is permitted on nursery premises.

Detailed hot-work hazards and control measures are addressed within the relevant risk assessment.

- Hot work will not take place while the nursery is operational. Any out-of-hours hot work must be risk assessed and appropriately controlled.
- Tumble-dryer filters will be cleaned weekly in accordance with the existing Loughton arrangements.
- Christmas/fairy lights may only be used with permission and must be suitable and tested.
- Soft furnishings, curtains, drapes and temporary fabric must meet the required fire-retardant/flame-resistance standards.

10. Training, communication and wider emergency planning

- All staff receive fire safety and evacuation information as part of their induction and undertake an annual refresher in fire safety. Additional training will be provided were procedures, staffing, premises or identified risks of change.
- Staff must know their escape routes, alternative routes, assembly point, room responsibilities and arrangements for children requiring additional support. Please
- Staff must understand how the Famly Evacuation List is accessed during drills and the role of the emergency mobile phone.
- The nursery maintains key emergency contacts and communication arrangements within its wider Emergency Plan.
- The nursery maintains working relationships with relevant local and sister settings where these may assist during an emergency.
- Parents/carers will be informed by the Manager or authorised person once the immediate safety of children and staff has been established. Where the nursery cannot be reoccupied, arrangements for alternative evacuation, communication, and collection will be followed in accordance with the Wider Emergency Plan.

11. Data protection and information sharing

Famly attendance information contains personal information and must only be accessed by authorised staff with a professional need to do so. Where sister nurseries provide remote support, they must use authorised access and only share the minimum information necessary to support the emergency roll call. Emergency access arrangements should be tested so that they are practical without weakening normal information security controls.

12. Review

This policy will be reviewed at least annually and sooner following a fire, evacuation, significant change to the premises or staffing, a drill that identifies a weakness, or a relevant change in statutory guidance.

Staff Fire Evacuation Quick Guide – Romford

1. EVACUATE	**Get the children out using the nearest safe exit. Do not stop for belongings or to collect the register/phone.**
2. ASSEMBLE	Go directly to the agreed assembly point. Keep children together and supervised.
3. ACCOUNT	Fire warden lead/room Leader accounts for children. Fire Warden/Manager accounts for staff and visitors. Emergency Lead accesses the Famly Evacuation List.
4. REPORT	Immediately report anyone missing or unaccounted for, including their last known location if known.
5. CALL / SUPPORT	Fire Warden/Manager calls 999. Sister nurseries may provide authorised remote Famly support if needed.
6. DO NOT RE-ENTER	Never return to the building. Wait for the Fire and Rescue Service to confirm that it is safe.

KEY RULE: Evacuation comes before accessing the register. No one returns to the building for the phone, tablet, or register.

Source and alignment note

This revision has been informed by the existing Romford Fire Drill Practice, Fire Safety Policy and Fire Safety Procedure; the Department for Education guidance 'Emergency planning and response for education, childcare and children's social care settings' (updated 10 May 2023); the current EYFS statutory framework for group and school-based providers in force from 1 September 2026; and the nursery's agreed Famly-based attendance arrangements.

The DfE emergency-planning guidance emphasises clear roles and responsibilities, key contacts, communication, partnerships, staff training, exercises/tests and lessons learned. It also identifies loss of power or telecommunications and cyber/data incidents as risks that should be considered within wider emergency planning. This fire policy therefore cross-refers to the wider Emergency Plan rather than attempting to become a policy for every type of emergency.

This policy was adopted on	**Signed on behalf of the nursery**	**Date for review**
1st September 2026	Joanna Wilkinson	*1st August 2027*