



FAMILY TREE DAY NURSERY

North Cray Neighbourhood Centre, 1 Davis way, Sidcup, Kent DA14 5JR

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Fire Safety Policy

At Family Tree Day Nursery 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 marshal is **Louise**.

As part of a shared community building, there is a designated buildings manager who is responsible for the maintenance of the fire safety systems. The buildings manager ensures the nursery premises are compliant with fire safety regulations, including following any major changes or alterations to the premises. The designated fire marshal is responsible for ensuring that staff maintain fire safety throughout the setting. The building manager and fire marshal ensure all the appropriate fire detection and control equipment (e.g. fire alarms, smoke detectors, fire blankets and/or fire extinguishers) is in working order and seeks advice from the local fire safety officer as necessary.

The fire marshal also has overall responsibility for the fire drill and emergency 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 are planned to occur at different times of the day and on different days of the week 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.

The designated fire marshal checks fire detection and control equipment and fire exits in line with the timescales within the checklist below.

Fire checklist

	Who checks	How often	Location
Escape route/fire exits (all fire exits must be clearly identifiable)	Fire Marshal and Building Manager	Weekly	
Emergency lighting	Building Manager	Monthly	
Fire extinguishers and blankets	Building Manager	Monthly	
Smoke and/or heat alarms	Building Manager	Weekly	
Fire alarms	Building Manager	Weekly	

Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	All staff	Daily	
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The deputy manager is appointed to oversee this role when the designated fire marshal is absent.

Registration

An accurate record of all staff and children present in the building must be kept at all times with children and staff 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.

No smoking/vaping policy

The nursery operates a strict no smoking/vaping policy – please see this separate policy for details.

Fire drill procedure

On discovering a fire:

- Calmly raise the alarm by breaking the alarm glass at one of the three call points (baby room, toddler room and pre-school room)
- Immediately evacuate the building under guidance from the fire marshal (collecting children's room registers, where applicable)
- Using the nearest accessible exit lead the children out, assemble to far side of the car park, furthest from the building.
- Close all doors and windows behind you wherever possible
- Non walking babies and possibly some toddlers should be carried through the garden and across the car park to the assembly point, with support offered where necessary to support baby room staff to exit safely with all children.
- 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 and/or police.

If you are unable to evacuate safely:

- Stay where you are safe
- Keep the children calm and together
- Wherever possible alert the manager of your location and the identity of the children and other adults with you.

The designated fire marshal is to:

- Collect the central children's register, where applicable, staff register, nursery mobile/phone, keys, visitor book and fire bag and/or evacuation pack (containing emergency contacts list, nappies, wipes and blankets, etc.)
- Telephone emergency services: Dial 999 and ask for the fire service
- In the fire assembly point area – opposite side of car park, furthest from the building - account for all 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 is updated at least annually in consultation with staff 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>03/10/2025</i>	Louise J	<i>September 2026</i>