



Toddington Childcare and Forest School

Fire Safety Management Policy

Toddington Childcare and Forest School recognises the importance of fire safety and our responsibility for ensuring the safety of our children, visitors and staff in relation to it. Therefore, this policy has been constructed to formally consolidate the procedures in place for ensuring our setting upholds a high standard fire safety provision.

Testing and Maintenance of Fire Safety Equipment

It is the role of the Health and Safety Officer(s) to conduct regular checks of all fire safety systems and firefighting equipment within our setting, including:

- Weekly testing of our fire warning system (fire alarm) - Actuation from a different manual call point each week.
- Weekly testing of each buildings Emergency Lighting system, including its auto start generator (simulated mains failure)
- Weekly fire safety signage checks.
- Weekly check of each rooms fire safety and firefighting equipment checks, including fire doors.
- Conduct and regularly review our Fire Risk Assessment annually which all Staff sign to confirm their understanding of.

The results of these regular checks will be recorded on our Health and Safety Management Database.

Fire Safety Training

Training

As part of our efforts towards effective fire safety and to ensure our fire safety knowledge is up to date, all of our staff complete a Fire Safety Training annually as part of their continuous professional development.

In addition, staff also complete a Health and Safety E-Learning Training annually which also covers a variety of criteria relevant to fire safety and ensuring the safety of others.

Records of each of these trainings certificates are recorded on our Health and Safety Management Database.

Emergency Fire Evacuation Drills

Toddington Childcare & Forest School recognises that there are potentially serious risks to children, staff and visitors in the event of a fire. An emergency fire evacuation will take place when a fire is discovered or the automatic fire detection system alerts and sounds our fire warning systems alarms.

Toddington Childcare & Forest School has formulated internal procedures for safely handling an emergency fire evacuation, which all staff have signed and regularly practice every term. The results of these emergency fire evacuation drills are recorded in our Health and Safety Management Database and we reflect on these results at the following Staff Meeting.

This policy was accepted at a Committee Meeting of Toddington Childcare in October 2022 and was last revised in January 2026.

Signed on behalf of Toddington Childcare & Forest School

Sarah Malcom

Chair to the Committee of Toddington Childcare & Forest School