Fire Safety

Objectives

To ensure that risks from fire are identified and that arrangements are in place to control those risks. To enable Little Nestlings to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance.

Duties of the Management

Ensure that the following task/procedures are carried out by the responsible person.

- develop and implement fire procedures and provide staff training (repeated periodically where appropriate)
- ensure the safety of staff or anyone else legally on the premises.
- carry out fire drills and contact emergency services when necessary.
- appoint one or more competent persons (with sufficient training, experience, and knowledge) to assist in taking preventive and protective measures (including firefighting and evacuation)
- have a suitable system for the provision and maintenance of clear emergency routes and exits (with doors normally opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms, and extinguishers.
- the maintenance should be by a 'competent person' (for example, ISO9001 certified or BAFE approved)
- provide staff and any others working on the school site with fire safety information.

Little Nestlings has in place procedures for: -

- carrying out fire risk assessment which is reviewed annually.
- preventing fires.
- evacuation in the event of a fire.
- maintaining and checking all fire detection, alarm and fighting systems.

Fire Risk Assessment

All of the premises will be subject to a fire risk assessment. This may be conducted by an external consultant or other competent person, such as a suitably trained Estate and Facilities.

The person undertaking the assessment will liaise closely with management.

The fire risk assessment will be reviewed and / or updated every year or in the event of significant changes to the buildings or their usage.

A copy of the fire risk assessment report will be available on site and employees' attention brought to any hazards found in the assessment.

Fire hazards will be eliminated, or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.

Regular assessments will be made by staff, including the Fire Officer and Management to ensure that the walkways are kept clear of obstruction and tripping hazards.

Fire Detection

Each room in the premises must have adequate means of fire detection. The detection equipment will be maintained and regularly checked by competent persons.

Fire Alarm

- Each room in the premises has an adequate means of raising the alarm in the event of fire.
- The fire alarm system in each location is to be tested weekly with the date and time made known. This will be managed by the Fire Officer.
- The fire alarm system is serviced by a competent contractor (e.g., ISO 9001 / BAFE).
- Records of these tests and servicing are maintained in a fire logbook.

Fire Fighting Equipment

- The fire risk assessment will determine the minimum level of firefighting equipment which must be present on the premises.
- Fire extinguishers will be serviced by a competent contractor annually and the service date recorded on each extinguisher/hose reel/system.

Emergency Lighting

- Emergency lighting is installed over the fire exit doors.

Emergency Procedures

- Written emergency procedures are provided. These written instructions will include procedures in the event of a fire and where required, procedures in the event of a bomb warning (Emergency in the Workplace).
- Notices will be displayed in each building on the premises detailing the action to take in the event of a fire and highlight the assembly point to evacuate to in an emergency. This may be different from the Fire evacuation point depending on location.
- The means of escape are clearly signed and are regularly inspected by the Fire Officer to ensure they are kept clear of obstructions and tripping hazards.
- Where disabled persons use the premises, specific arrangements will be made to ensure they can escape in an emergency.
- Staff are responsible for escorting the children safely out of the building and are

responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to Management.
- Management is responsible for bringing the emergency register and a portable phone.
- Written records of fire / evacuation drills will be maintained in the fire logbook.

Fire Training

Staff will be informed in relation to: -

- action to take if they discover a fire, including how to activate the fire alarm.
- action to take on hearing the alarm, including location and use of exits and escape routes; and action to take in the event of a bomb alert.
- Children will be informed of exits and escape routes.

Fire Prevention

Little Nestlings takes all reasonable precautions to prevent a fire from breaking out and recognises that for a fire to take place oxygen, flammable materials and a source of ignition must all be present. The processes of prevention are aimed at preventing one or more of these elements being together. To ensure the processes are being implemented the Site Lead and Management Team will:

- Always comply with relevant regulations on the storage, transportation, handling, and disposal of flammable materials (hazardous substances etc)
- Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by
- Maintain awareness through training and refresher training of the preventative steps that need to be taken.
- Include fire prevention and evacuation procedures during the induction process with all new starters.

Fire Records

Records are kept of training; inspections; evacuations and maintenance of systems and equipment.

Recommended review period: Annual

Review by: Site Lead and Management Team

This policy was reviewed in	Signed on behalf of the nursery	Date for review
September 2026	*Elizabeth Ross-Whittall*	*September 2027*