



Fire Safety/Evacuation policy

EYFS: 3.55, 3.56, 3.57

At Cheeky Monkeys 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 managers and designated fire safety officers for Cheeky Monkeys Day Nursery are Claire Millner, Sara Stonehouse and Abby Howe.
- Our on site management team ensure the nursery premises are compliant with fire safety regulations, including following any major changes or alterations to the premises. The site managers ensure we have all the appropriate fire detection and control equipment (e.g. fire alarms, smoke detectors, fire blankets and/or fire extinguishers) are in working order and seeks advice from the local fire safety officer as necessary.
- They also have overall responsibility for the fire drill and evacuation procedures. These are carried out as a whole site exercise each term and logged in our fire evacuation log book after every evacuation. Logs include details of any issues which may have arisen as part of the evacuation such as blocked exits. Where a large intake of new children occurs or a new member of staff joins our nursery we will ensure a fire evacuation procedure takes place to support their understanding of the procedure. Fire/evacuation drills occur at different times of the day and on different days to ensure evacuations are possible under varied circumstances and all children and staff are able to participate in the rehearsals.
- All staff receive relevant fire safety and evacuation information (included as part of induction process) 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.
- Site Managers ensure that fire detection and control equipment and fire exits are checked 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)	All Nursery Staff	Daily	All rooms
Fire extinguishers and blankets	Mitie	Annually	All Rooms
Evacuation pack	Management	Termly	Sleep room
Smoke/heat alarms	Mitie	Annually	All rooms
Fire alarms	Mitie	Weekly	Main school
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	Mitie	Annually	On all rooms

A deputy manager is appointed to oversee this role when the manager is absent.

Registration

An accurate record of all staff and children present in the building must be kept at all times and children/staff must be 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 a phone, the register and emergency contacts list in the event of a fire. Emergency contact details are kept on the back of all registers so parents/carers can be contacted if required.

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

- Immediately evacuate the building under guidance from the manager or senior person on duty (Collecting children's room register, where applicable)
- Using the nearest accessible exit lead the children out, lead out of the playground/along the path next to the playground to the end of the fenced off area of the playground at the large area of pathway.
- Close all doors behind you wherever possible. The last person in the building to check all rooms are clear if safe to do so.
- Babies and young children may need more support in evacuating. There is an evacuation cot with wheels which can transport immobile babies more safely and an emergency evacuation bag containing blankets to ensure children don't become cold or distressed. Any staff carrying children must only carry one child at any one time. The Staff in the baby room to shout for support if needed.
- Any staff/children with mobility issues may need additional support from other staff members to evacuate. (A risk assessment needs to be completed for all staff and adults with mobility issues to ensure evacuation plans are considered as part of the plan)
- 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 once registers are called.
- Wait for emergency services and report any unaccounted persons to the fire service/police.
- Do not go back into the building until a Fire officer or Fire Marshall informs us its safe to do so. (In the event of a drill it will be confirmed by the designated fire officer initiating the drill)

If you are unable to evacuate safely:

- Stay where you are safe (fire door to remain closed)
- 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.

This policy was adopted on	Signed on behalf of the nursery	Date for review
20/06/2024		20/06/2025