



Fire Safety and Risk Assessment

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024):
Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment

Safety of premises

3.80 Providers must take reasonable steps to ensure the safety of children, staff, and others on the premises in the case of fire or any other emergency. Providers must have:

- An emergency evacuation procedure.
- Appropriate fire detection and control equipment (for example, fire alarms, smoke detectors, fire blankets and/or fire extinguishers) which is in working order. Fire exits must be clearly identifiable, and fire doors free of obstruction and easily opened from the inside.

Little Squirrels understands the importance of vigilance to fire safety hazards.

- ♥ Staff are aware of the location of all fire exits, the fire assembly point and where fire safety equipment is stored.
- ♥ Children will be introduced to the fire safety procedures through regular fire drills.
- ♥ Fire drills will be conducted weekly or whenever new staff or children join the setting.
- ♥ All children will be made aware of the location of fire exits and the fire assembly point.
- ♥ Fire doors and fire exits are clearly marked, are not obstructed at any time and are easily opened from the inside.
- ♥ Fire extinguishers, fire alarms and smoke alarms are regularly tested in accordance with manufacturer's guidance.
- ♥ All fire drills are recorded in the **Fire Drill Log**.
- ♥ The setting has notices explaining the fire procedures which are positioned next to every fire exit.

Fire prevention

Little Squirrels will take all steps possible to prevent fires occurring by:

- ♥ Ensuring that power points are not overloaded with adaptors.
- ♥ Ensuring that the setting's No Smoking policy is always observed.
- ♥ Checking for frayed or trailing wires.
- ♥ All appliances are professionally PAT tested regularly.
- ♥ Switching off all equipment before leaving the premises.
- ♥ Storing any potentially flammable materials safely.

In the event of a fire

- ♥ The fore whistle should be blown, these are located by the front door and at the top of the stairs.
- ♥ A member of staff will raise the alarm and call the emergency services.
- ♥ The children will immediately be escorted out of the building to the assembly point using the nearest marked exit.
- ♥ A nominated member of staff will get evacuation cot for babies and help them down the stairs safely if it is safe to do so.
- ♥ No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.
- ♥ The Fire Safety Officer will close all doors and windows to prevent the spread of fire when they leave the building if it is safe to do so, they will then close the gate to the carpark and wait for emergency services.
- ♥ The register will be taken and all children and staff accounted for.
- ♥ If anyone is missing from the register, the emergency services will be informed.
- ♥ The manager will use the emergency contacts cards (which are kept in the fire evacuation bag) to contact parents or carers.
- ♥ If the Fire Safety Officer is not present at the time of the incident, the deputy manager will assume responsibility or nominate a replacement member of staff.

Responsibilities of the Fire Safety Officer

Little Squirrels Designated Fire Safety Officer is Kylie Jones. The Fire Safety Officer is responsible for carrying out the fire safety risk assessment and for ensuring that all staff are made aware of fire safety procedures during their Induction period.

The risk assessment should cover:

- Identifying potential fire risks
- Identifying people at risk
- Evaluating the risks arising from the hazards identified and the means of minimising those risks

- Recording the hazards, preparing a fire prevention plan and sharing these with other members of staff
- Reviewing the fire safety risk assessment on a regular basis.

The Fire Safety Officer should liaise with the local Fire and Rescue Service for further advice and should ensure that Emergency Contact details are up to date and kept in a locked box in the fire evacuation bag.

Policy updated by Kylie Jones and the Little Squirrels team **May 2026**.