



Fire Safety Policy

Section 1: Fire Safety Policy Statement

Introduction

The Regulatory Reform (Fire Safety) Order 2005 requires that the Responsible Person for a premises must:

“Take such general fire precautions as will ensure, so far as reasonably practicable, the safety of any employees; and in relation to relevant persons who are not employees, take such general fire precautions as may reasonably be required in the circumstances of the case to ensure the premises are safe.”

The purpose of the legislation is to place a greater emphasis on fire prevention by ensuring that all persons responsible for premises comply with their statutory duties far more robustly than under previous fire legislation and implement the general fire precautions which are needed to protect all relevant persons from harm.

Policy Statement

Fire is probably the most serious hazard that most nursery staff will ever have to face. It can break out almost anywhere, at any time and affect everyone. It is therefore the overall aim of Once Upon A Time Nursery to minimize the risks to staff, children and visitors which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that measures for mitigating the effects of an outbreak of fire and procedures for evacuating the premises are in place.



Fire Safety Management

The Nursery Owner, Andrea Morgan is designated as the Responsible Person for the management of fire safety at the nursery. The main duties of the Responsible Person are to:

- Ensure that they are familiar with the fire safety risk assessment for the nursery
- Ensure that they make themselves aware of any issues identified as needing to be addressed in the action plan
- Ensure that all staff, including catering staff and lunchtime supervisors, are provided with adequate information, instruction and training regarding fire safety
- Ensure that any staff who are given roles/responsibilities in respect of fire safety are provided with adequate information, instruction and training for those roles/responsibilities
- Produce an emergency plan and display fire action notices in suitable locations throughout the nursery
- Conduct fire drills at least twice a year
- Ensure that the necessary in-house tests/inspections of fire safety systems and equipment are carried out to the required frequencies
- Make frequent informal checks and conduct regular fire safety inspections and record the findings
- Ensure fire escape routes and fire exit doors/passageways are unobstructed and doors operate correctly
- Provide appropriate instruction and/or training for all persons, including students and visitors, on the actions to be taken in the event of a fire
- Ensure the in-house fire logbook is kept up to date and accessible



The Responsible Person will arrange for the provision of competent, technical advice and support on matters where necessary for the implementation of this policy.

The Responsible Person will ensure that adequate resources are provided to meet the nursery's legal responsibilities. This policy will be periodically reviewed to ensure its effectiveness and that any necessary changes are identified and made. The policy will be kept in the nursery's policy file, in the office.

The Responsible Person will remind all staff, whatever their status, of their health and safety duties to take reasonable care of their own safety and that of others, including in matters of fire safety. Staff must co-operate with management to enable the Responsible Person to comply with their duties.


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Date:3/02/2026

Signed (Andrea Morgan/Nursery Owner)



Section 2: Arrangements for Carrying out the Policy

The nursery's management recognises its obligations under fire safety legislation and implements the following practical arrangements in order to meet these obligations.

Fire Safety Risk Assessment

A fire safety risk assessment (FSRA) for the nursery has been undertaken by Donna Rix, the Nursery Manager. The FSRA has identified all significant findings and includes an action plan identifying issues that need to be addressed.

The Responsible Person will ensure measures are taken to address the issues identified in the FSRA's action plan, prioritising those with the higher risk.

If necessary, the Responsible Person will develop an emergency action plan for the nursery, taking into account the findings of the FSRA.

Fire Safety Information/Instruction/Training

The Responsible Person will ensure that adequate fire safety training is provided to all staff. The type of training will be based on the findings of the FSRA, on the particular features of the nursery and on the roles/responsibilities of staff, and will:

- Explain the emergency procedures
- Take account of the work activity and explain the duties and responsibilities of staff
- Take place during normal working hours, on induction and be repeated periodically as refresher training
- Be easily understandable by staff and be tested by fire drills



Children will take part in fire drills and it will be explained to them what they should do in the event of a fire, although it is appreciated that it can't be expected that they will understand/retain this information at their young age and they will be under close supervision in the event of the fire alarm sounding/a fire being detected.

Any staff delegated with additional roles/responsibilities in the event of a fire, will be provided with additional training to those roles/responsibilities.

The Responsible Person will undertake an annual review of training to determine if further specific training is required. All agency/visiting staff will be informed of the emergency evacuation procedure at induction or prior to them commencing work. All new staff will be taken through the annual training schedule on their first day, as part of their induction.

All records of training will be recorded in the fire logbook.

Fire Drills

The Responsible Person is to ensure that fire drills are undertaken. Fire drills will be used to practice the effectiveness of the evacuation procedure and to highlight potential problems before an emergency situation occurs. The actions of staff and children during these evacuations will be rehearsed and improved.

The main alarm indicator panel is situated in the kitchen. Fire drills are executed by the Responsible Person or a suitable delegated person via the main alarm indicator panel.



Different times and days of the week will be used. Some drills will be spontaneous and unplanned, whilst others will be planned with staff being given notice, ensuring all staff are aware of the procedures.

Fire drills will be carried out twice a year by Lucy Gale. The Responsible Person will, on occasions, consider deliberately blocking a fire exit, with a member of staff in place explaining that the route is blocked, to test individuals' knowledge and site procedures. When a drill is held it will be recorded in the fire logbook, along with any observations made during the drill, including any problems identified and the action taken to address those problems.

Any false alarms will be used as drills, and these will again be noted in the logbook. As part of Health and Safety monitoring, the Responsible Person will periodically check the fire logbook for compliance purposes.

Evacuation

It is the responsibility of all staff to be aware that upon the outbreak of fire, the saving and preservation of life takes precedence over the salvaging of property.

Following the activation of the alarm, all children, staff and visitors will assemble at the assembly point (bottom of the garden, next to the gate). The assembly point has been chosen so as to be as safe as possible in relation to any site traffic, including emergency vehicles attending a fire, far enough away from the nursery building so that people gathered there will not be affected by any fire in the building, and from which there is



an escape route away from the building should that become necessary. Nursery staff will take their registers with them. At the assembly point, the staff will immediately undertake a roll call. Absentees will immediately be reported to the Responsible Person, or Manager in their absence and, in the event of a fire, to the senior Fire Officer in attendance.

All doors should be closed after the last person has exited the room/corridor. This will prevent fire spreading and so aid in the evacuation of the building and minimise damage. All fire routes are clearly signed with directional arrows.

The Manager is responsible for any accompanied visitors, for example, parents, contractors, Estyn Inspectors etc. They will escort the visitors to the fire exit and assembly point. The visitor's book is taken out to the assembly point by the Manager.

Contractors must be greeted at the nursery by the Responsible Person or Manager before they commence work. They must sign the visitor's book. They will be made aware of the fire procedures and instructed on housekeeping requirements, including storage of waste.

The Responsible Person (or in their absence the Manager) is responsible for establishing control and communications at the Fire Assembly Point, receiving reports from staff and others, undertaking a roll call, noting any missing people identified by staff and reporting all relevant information to the senior Fire Officer on arrival.



Fire Detection and Alarm Systems, Emergency Lighting and Firefighting Equipment

Regular testing and maintenance of the above-mentioned systems are essential to ensure the continued safety of all occupants. The testing and maintenance of these systems is shared between those tests undertaken in-house by Lucy Gale and the tests made by the appointed specialist contractor. It is the responsibility of the Responsible Person to monitor to ensure both sets of tests are undertaken and are clearly documented in the fire logbook.

The specialist contractor(s) responsible for the testing, inspection and maintenance of the Fire Detection and Alarm System is:

VOG Fire and Security Ltd,
Unit 3,
Palmerston Workshops,
Palmerston Road,
Barry,
Vale of Glamorgan,
CF63 2YZ
Tel no: 01446 739586
Email: enquires@vogalarms.com

The specialist contractor(s) responsible for the testing, inspection and maintenance of the Emergency Lighting is as above.



The specialist contractor(s) responsible for the inspection and maintenance of the Fire Fighting Equipment is as above.

Emergency Exits and Escape Routes

Emergency exits and fire escape routes are to be kept available and free from obstructions at all times. This will be monitored on a daily basis by all staff who will report any hazards to the Responsible Person.

Fire Notices

Fire action notices are positioned by all manual fire alarm call points. The emergency procedures are displayed on the staff notice board in the corridor. All staff must ensure that they are familiar with them and are aware of the appropriate assembly point.

Displays

Displays will be kept to a minimum and kept away from exits, curtains, heat sources and must not obstruct fire notices, call points, firefighting equipment, lighting etc.

Smoking

Smoking, including the use of e-cigarettes and vapes, is prohibited in/around the nursery building.



Arson

The Responsible Person will take reasonable measures to prevent an arson attack, such as ensuring refuse bins are stored away from buildings and secured in place/stored in a locked enclosure.

Methods of calling the Fire Service

In the event of a fire alarm sounding the Responsible Person or Manager will call the fire service on 999.

This policy was agreed by the Nursery Owner and Manager

Signed ...Andrea Morgan

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(Nursery Owner)

Signed Donna rix

(Nursery Manager)

Date: 03/02/2026.....

This policy will be reviewed on an annual basis or after any fire incident.