



Fire Safety Policy

At Walmer Bridge 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. We operate a strict no smoking/vaping policy.

We ensure the nursery premises are compliant with fire safety regulations. Annual checks are completed by Lancashire Fire Service on all the appropriate fire detection and control equipment (e.g. fire alarms, smoke detectors, fire blankets and/or fire extinguishers), ensuring they are all in working order. These annual checks are arranged by the nursery proprietor, Jayne Parkinson. Any suspected defects with fire detection and control equipment should be immediately reported to Jayne Parkinson, who should then seek advice from Lancashire Fire Service.

The designated fire marshal is Kerry Wright (deputy manager). The fire marshal has responsibility for the fire drill and emergency evacuation procedures. These are carried out and recorded regularly by the fire marshal (minimum of quarter annually), with support from the nursery manager. These drills are planned to occur at different times of the day and on different days to ensure evacuations are possible under different circumstances and all children and staff participate in the drills. Changes such as, a large intake of new children, or a new member of staff joins the nursery, should instigate a fire drill.

As part of new staff induction, staff are made aware of fire safety and evacuation procedures, 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. All fire escapes are clearly labelled.

**** The initial designated meeting point on the nursery car park. ****

The second designated meeting point is on the green, behind the houses on School Street.

The green is accessible via the alleyway, directly opposite the nursery car park gates. Other access points to the green are indicated by the arrows on the map overleaf.



Baby room –

Staff must evacuate the babies directly via the baby fire escape, and through the baby garden. The alternative route is out of the main entrance. The turtle bus can be used as an evacuation device, to quickly move the babies, including non-mobile babies, to the designated assembly point.

Toddler room –

Staff must evacuate the toddlers directly via the fire escape, and down the external stairs. The alternative route is down the internal stairs, out of the main entrance, and through the pre-school garden.

Pre-school room -

Staff must evacuate the children via the double patio doors, through the pre-school 'outdoor classroom' and pre-school garden. The alternative route(s) are either via the single fire escape door or via the out of school club room/fire escape.

Out of school club room -

Staff must evacuate the children directly via the fire escape within the OSC room. Staff must safely walk the children around the nursery building to the designated meeting point on the car park. The alternative route(s) are either via the pre-school double patio doors, or via the single fire escape door in the pre-school, then via the pre-school 'outdoor classroom' and pre-school garden.

An accurate record of all staff, children and visitors present in the building must be kept at all times. Staff must ensure that children, staff and visitors are signed both in and out on arrival and departure. These registers should be taken out in the event of a fire and used to check that everyone has been safely evacuated. It is the responsibility of the room leader to collect the register clipboard for their room. It is the responsibility of the nursery manager/or deputy in charge to collect the staff and visitors register books.

An emergency evacuation pack is stored in the laundry room, accessible directly from the nursery car park, where the designated meeting point is located. It is the responsibility of the fire marshal to regularly check the contents of the evacuation pack. It should contain; emergency contacts list, spare nappies, wipes, blankets, basic first aid kit etc.

On discovering a fire:


- Calmly raise the alarm by breaking the alarm glass
- Immediately evacuate the building, as above
- Close all doors and windows behind you, wherever possible, and only if safe to do so (to prevent spreading of fire)
- Using the nearest accessible fire exit, lead the children out, and assemble at the designated meeting point, as above
- Do not stop to collect personal belongings on evacuating the building
- Do not attempt to go back into the nursery building
- Do not attempt to fight the fire
- Wait for emergency services and report any unaccounted persons to the fire service and/or police.

If you are unable to evacuate safely:

- Stay where you are safe
- Keep the children calm and together
- Close all doors and use soft furnishings to cover gaps between the floor and the door (i.e. accessible blankets, clothing, cushions, towels etc.), to minimise smoke entering the room
- If smoke enters the room, keep yourself and the children on the floor, as low as possible i.e. lying down
- If possible, alert the nursery manager of your location and the identity of the children and other adults with you

The nursery manager/or deputy in charge is responsible for calling the emergency services: dial 999 and ask for the fire service.

This policy is updated at least annually in consultation with staff and/or after a fire evacuation practice and/or fire.

This policy was adopted on	Signed on behalf of the nursery	Date for review
2 nd September 2025		September 2026