



Fire Safety Policy

At Mells 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 designated Fire Marshalls are Katherine Kapadia (Manager) and Megan Bird (Administrator).

We ensure the nursery premises are compliant with fire safety regulations, including following any major changes or alterations to the premises. The designated fire marshals ensures all the appropriate fire detection and control equipment (e.g. fire alarms, smoke detectors and/or fire extinguishers) is in working order and seeks advice from the local fire safety officer as necessary.

They also have overall responsibility for the fire drill and emergency evacuation procedures. These are carried out and recorded for each group of children every term or as and when a large change occurs, e.g. a large intake of children or a new member of staff joins the nursery. These drills are planned to occur at different times of the day and on different days of the week to ensure evacuations are possible under different circumstances and all children and staff participate in the rehearsals.

All staff receive fire safety and evacuation training (including as part of induction) to help them understand their roles and responsibilities.

The designated fire marshals check fire detection and control equipment and fire exits in line with the timescales within the checklist below.

Fire checklist	Who checks	How often
Escape route/fire exits (all fire exits must be clearly identifiable)	Katherine Kapadia / Megan Bird	Daily visual & weekly written recorded
Emergency lighting	Megan Bird / Imperial	Monthly testing by Megan Bird & Annual testing by Imperial
Fire extinguishers and blankets	Megan Bird	Monthly
Evacuation drill	Katherine Kapadia / Megan Bird	Termly
Smoke and/or heat alarms	Imperial	6 monthly
Fire alarms	Megan Bird & Imperial	Weekly testing by Megan Bird & Annual testing by Imperial
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	Katherine Kapadia / Megan Bird	Daily visual

The deputy fire marshal is appointed to oversee this role when the designated fire marshal is absent.

Imperial Fire & Security Ltd, The Old Bank, Eagle Road, Brislington, Bristol, BS4 3LQ

Registration

An accurate record of all staff and children present in the building must be kept at all times with children and staff 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 the register and emergency contacts list in the event of a fire.

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 on duty/fire marshal (collecting children's room registers, where applicable)
- Using the nearest accessible & safe exit, lead the children out, assemble outside Mells First School
- Close all doors and windows behind you wherever possible
- We will follow the appropriate care plan for any individual children / adults who need extra support
- 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
- 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
- Wherever possible alert the manager of your location and the identity of the children and other adults with you.

The manager/designated fire marshal is to:

- Collect the central children's register, where applicable, staff register, nursery mobile/phone, keys, visitor book and fire bag and/or evacuation pack (containing emergency contacts list, nappies, wipes and blankets, etc.)
- Telephone emergency services: Dial 999 and ask for the fire service
- In the fire assembly point area – outside Mells First School - account for all children against the register
- Account for all adults - staff and visitors
- Advise the fire service of anyone missing and possible locations and respond to any other questions they may have.

Remember

- 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.

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
10/02/25	Megan Bird	10/02/26