

Razzy's Daycare & Nursery



Razzy's Daycare & Nursery
Est. 2025

Fire Safety Policy

Date of Issue: December 2025

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Introduction

Razzy's Daycare & Nursery is committed to providing a safe, secure and well-prepared environment for all children, staff, parents, visitors and contractors in the event of a fire or other emergency. The nursery recognises that babies, toddlers and young children are particularly vulnerable and therefore requires clear procedures, effective fire prevention measures and well-trained staff to ensure swift and safe evacuation at all times. This Fire Safety Policy works alongside the building Fire Risk Assessment for St Mark with St Margaret's Church and Hall (reviewed July 2023) and sets out the nursery-specific arrangements for managing fire safety during nursery operation.

Legal Framework

This policy is written in accordance with the following legislation and statutory guidance:

- Regulatory Reform (Fire Safety) Order 2005
- Fire Safety (England) Regulations 2022
- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- EYFS Statutory Framework 2025

Aims and Objectives

The aim of this policy is to minimise the risk of fire occurring, ensure early detection of fire and provide clear and effective evacuation procedures to protect all occupants of the nursery. Razzy's Daycare & Nursery is committed to maintaining safe premises, ensuring all staff understand their roles and responsibilities, carrying out regular fire drills and

reviewing procedures regularly to reflect changes in staffing, children's needs, or the premises.

Roles and Responsibilities

The Nursery Manager is the designated Fire Marshal and holds overall responsibility for fire safety within Razzy's Daycare & Nursery. This includes ensuring fire safety procedures are implemented, evacuation plans are followed, fire drills are conducted and recorded, staff receive appropriate training and fire safety records are maintained. The Nursery Manager liaises with the building management and external professionals as required and ensures that any actions identified within the Fire Risk Assessment are addressed.

A Deputy Fire Marshal is appointed to take responsibility in the absence of the Nursery Manager. All staff are responsible for familiarising themselves with this policy, maintaining clear evacuation routes, following fire safety procedures and reporting hazards or concerns immediately. Students, volunteers and temporary staff are supervised at all times and receive fire safety information as part of their induction.

Fire Prevention and Premises Safety

Razzy's Daycare & Nursery takes all reasonable steps to reduce the risk of fire. Fire exits and escape routes are kept clear and accessible at all times and fire doors are never wedged or obstructed. A minimum clear evacuation route of 1.1 metres is maintained throughout nursery areas. No furniture, equipment, or storage is permitted within a two-metre radius of any fire exit door. Electrical equipment is checked regularly and portable equipment is PAT tested in line with requirements. Flammable materials are stored securely and the nursery operates a strict no smoking and no vaping policy across all areas.

Fire Exit Access and Trip Hazards

All fire exit doors are checked daily by staff to ensure they open easily and without obstruction. Emergency lighting is checked weekly to confirm it is operational and provides sufficient illumination along escape routes. Furniture, resources and pushchairs are positioned carefully to prevent trip hazards and ensure swift evacuation. Staff are trained to identify hazards immediately and to prioritise the rapid, calm evacuation of

children during emergencies, with particular attention given to babies, non-mobile children and those with additional needs.

Fire Detection and Fire-Fighting Equipment

The nursery operates within a building fitted with fire alarms, smoke detectors, emergency lighting, fire extinguishers and fire blankets as detailed in the building Fire Risk Assessment. All systems are maintained and serviced in accordance with statutory requirements. Staff are familiar with the location of alarms, exits and fire safety equipment. Fire-fighting equipment is only used where staff have been trained and it is safe to do so; the primary priority in all situations is the evacuation of children and staff.

Fire Safety Equipment and Alarm Systems

Fire extinguishers are serviced annually by a competent contractor and are clearly marked and accessible. A fire blanket is located near food preparation areas. The fire alarm system is tested weekly, with all tests recorded in the fire safety log. Any faults are reported immediately and rectified without delay. Fire evacuation drills are conducted at least once every term and are followed by a review to identify any improvements or additional training needs.

Training and Awareness

All staff receive fire safety and evacuation training as part of their induction and through regular refresher sessions. Training covers fire prevention, raising the alarm, evacuation procedures, the use of evacuation equipment and specific arrangements for babies and children with additional needs. Records of all training are maintained by the Nursery Manager.

Fire Drills and Practice

Fire drills are carried out at least once every three months and whenever significant changes occur, such as new staff, a large intake of children, or alterations to the premises. Drills are planned at different times of the day to ensure procedures are effective in varying circumstances. Each drill is recorded, evaluated and used to inform improvements. Children are supported and reassured throughout drills to ensure they feel safe and secure.

Registration and Headcounts

Accurate records of all children, staff and visitors on the premises are maintained at all times. Children and staff are signed in and out daily and visitors are recorded in the visitor log. In the event of an evacuation, room registers and the visitor book are taken to the assembly point so that headcounts can be completed immediately and any missing persons reported.

Emergency Evacuation Procedure

If a fire is discovered or the alarm sounds, staff will remain calm and act immediately. The fire alarm will be activated if it has not already sounded. Staff will collect registers and evacuate children via the nearest safe exit. Babies and non-mobile children will be placed securely into evacuation cots or suitable equipment and evacuated without delay. Doors and windows will be closed where possible.

All children, staff and visitors will assemble at the designated fire assembly point located on the **opposite side of the road at Plumstead Common**. This location provides a safe distance from the building and allows clear access for emergency services. Headcounts will be conducted immediately using registers and visitor records and any missing persons will be reported to the fire service without delay. No one will re-enter the building until it is declared safe by the fire service.

If evacuation is not immediately possible, staff will remain in a place of relative safety, keep children calm and together and inform the Fire Marshal or emergency services of their location.

No Smoking or Vaping

Razzy's Daycare & Nursery operates a strict no smoking and no vaping policy. This applies to all staff, parents, visitors, contractors and any other persons on the premises, both indoors and outdoors.

This Fire Safety Policy is reviewed at least annually, following a fire drill or incident, or when there are changes to legislation, staffing, premises, or nursery operations. Staff are consulted as part of the review process to ensure procedures remain effective, practical and appropriate for the needs of all children attending Razzy's Daycare & Nursery.