

Fire Safety and Evacuation Policy

The Square Nursery School ensure our premises present minimum risk of fire by complying with the highest possible standard of fire precautions. All nursery teachers are familiar with our Fire evacuation & Fire safety procedures. Where necessary, we seek the advice of a competent person, such as our Fire Safety Consultants 'Absolute Fire Protection Limited'.

Procedures

- Our fire safety risk assessment is carried out by 'Absolute Fire Protection Limited'.
- 'Absolute Fire Protection Limited' are qualified and competent to carry out risk assessment; this is a written document and is stored on file within The Square Nursery School.
- Our fire risk assessment is regularly reviewed.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and firefighting appliances conform to BSEN standards, are fitted in appropriate high-risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are approved by Absolute Fire Protection Limited' and are:
 - clearly displayed in the premises;
 - explained to new members of staff, and
 - practised regularly at least once every six months.
- Records are kept of fire drills and the servicing of fire safety equipment.

Emergency Evacuation Procedure

Our evacuation procedure covers procedures for practice drills including:

- How to familiarise children with the sound of the fire alarm.
- How the children and staff know where the fire exits are.

- Assembly point.
- How they will be accounted for and by whom.
- How long it takes to get the children out safely.
- Who calls the emergency services and when, in the event of a real fire.
- How parents are contacted.

The fire drill record book must contain:

- Date and time of the drill.
- How long it took.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

Our Fire Safety Consultant is:

Absolute Fire Protection Limited (Company no. 6170224)

17 Durham Road

Feltham

Middlesex

TW14 0AG

0208 890 2204

www.absolute-fire-protection.co.uk

info@absolute-fire-protection.co.uk

FIRE EMERGENCY PLAN
The Square Nursery School

Assembly Point – OUTSIDE 14 HOLLAND PARK AVENUE

The responsible person is to check **ALL** Staff/Children/Contractors/Visitors have been accounted for.

The Responsible person is to report to the first fire officer to arrive telling them if **everyone** has been accounted for.

ON HEARING THE FIRE ALARM SOUND, EVACUATE THE BUILDING AND DO NOT RE ENTER THE PREMISES UNTIL TOLD TO DO SO BY THE FIRE OFFICER

Staff to ensure **ALL** Fire Extinguishers are visible at **ALL** times.

Staff to ensure **ALL** Fire Exits are clear of obstruction at **ALL** times.

If you notice a Tamper Tag or pin is missing from an extinguisher, inform the **RESPONSIBLE PERSON** immediately.

If you notice a Fire Extinguisher **NOT** on its bracket, please place it **BACK** on the bracket.

All staff should be instructed in the use of the **EXTINGUISHERS**. Inform the responsible person if you are in any doubt about their use.

A Fire Drill **SHOULD** take place every 6 months, by the responsible person, who will then enter the details into the fire log book.

All Staff/Parents are to be informed of the **FIRE EMERGENCY PLAN**, and its contents.

If you have any queries /doubts, about this **FIRE EMERGENCY PLAN**, please inform the responsible person.

If you discover a **SMALL** fire, try to put it out yourself with the correct extinguisher.

DO NOT PUT YOURSELF AT RISK

Do NOT stop to pick up personal belongings

The designated Responsible person is to call the fire brigade. **Dial 999.**

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>13th September 2025</i>	Zoey Gordon	<i>September 2025</i>

This policy has been read and understood by the following staff members:
