Fire Safety And Evacuation Policy

At Muddy Puddles Childcare 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 marshal is Heather Black

We ensure that the nursery premises are compliant with fire safety regulations, including following any major changes or alterations to the premises. The manager ensures all the appropriate fire detection and control equipment (e.g. fire alarms, smoke detectors, fire blankets 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 three months 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. 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.

The manager checks fire detection and control equipment, and fire exits in line with the timescales within the checklist below.

Fire checklist

	Who Checks	How Often	Location
Escape routes/fire exits	Heather Black	Every morning on opening	All rooms and corridors
Emergency lighting	Heather Black	Monthly	All rooms and corridors
Fire extinguishers and blankets	Heather Black	Monthly	All rooms and corridors
Smoke and heat alarms	Heather Black	Monthly	All rooms and corridors
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	Heather Black	Every morning on opening checks	All rooms and corridors

Registration

An accurate record of all staff and children present in the building must be kept at all times with the 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

• Immediately simultaneously evacuate the building under guidance from the manager on duty

• Using the nearest accessible exit lead the children out

• Close all doors behind you wherever possible

• Administration & office staff to make their way to baby room to help evacuate babies.

• Children or adults with mobility difficulties to be helped by room supervisors.

• 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/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 & room leader is to:

• Pick up the central children's register, staff register, nursery mobile phone, visitor book

• Telephone emergency services: dial 999 and ask for the fire service

• In the fire assembly point areas – 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.

Fire Escape routes and muster points

There are two muster points:

- Grannies Cottage Garden
- New Build Grass Garden

From the Haybarn or Longbarn, exit through the nearest door to the front of the building and take children to Grannies Cottage Garden.

From the new building, exit through the nearest door to the front of the building and take children to the furthest point of the new grass garden.

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
01/07/2026	Heather Black	01/07/2027