

Little Dukes: Fire Safety and Evacuation Policy



Policy adopted September 2024 - Version 1

Little Dukes Nursery Schools, 58 Buckingham Gate London SW1E 6AJ

Little Dukes: Fire Safety and Evacuation Policy

Hopes and Dreams Montessori - Worship Street

Monitoring and review

This policy will be continuously monitored, refined and audited by the Headteacher who will also review it annually to assess how efficiently duties have been carried out over the year. This review will take place no later than one year from the date shown below, or sooner if needed due to changes in legislation, regulatory requirements or best practice guidelines.

Adopted: September 2025

Reviewed by:

Magda Zurawska, Head of Nursery

Sarah Phillips, Group Principal

Geoff Marston, Group Compliance Director - Dukes Education

Nazish Usman, Head of Compliance – Little Dukes

Ben Murray, Marketing and Admissions Director - Little Dukes

Next review due: September 2026

Please note:

Any reference to 'Little Dukes' applies to nursery named above.

Little Dukes: Fire Safety and Evacuation Policy

Statement of intent:

At all Little Dukes nurseries, we make sure the nursery is a safe environment for children, parents, team members and visitors through our fire safety policy and evacuation procedures.

Policy aims:

To ensure all team members have the required information, training and guidance to act in a safe and responsible way when preventing or encountering a fire in their nursery or directing an evacuation in the event of any other incident occurring

Remember! Key Points in the event of a fire:

- Remain calm
- Raise the alarm if you spot a fire
- Ensure that no children are left in the room
- Leave the building calmly at a normal walking speed
- DO NOT stop to collect personal belongings on the way
- DO NOT attempt to go back in and fight the fire
- DO NOT attempt to go back in if any children or adults are missing.

Local information:

Fire Warden:

Magdalena Zurawska - Head of Nursery

Fire Marshals:

Zsuzsanna Burkus - Deputy Head of Nursery

Zully Cobos-Freire - Indigo Room Leader

Fire Assembly Point: **Garden adjacent to the baby room garden**



Ultimate Safe Place: the Manager / Deputy Manager will follow procedures as outlined in the Hopes and Dreams Nursery's Critical Incident Policy to keep children and staff safe until all children have been collected by their parent or carer. In the event of evacuation to alternative accommodation as the staff and children will be moved to Clifton Street Square.

Fire safety responsibilities:

Specific fire safety tasks - including those listed below - may be delegated to other fire marshals but the overall responsibility for fire safety remains with the Headteacher.

It is the responsibility of the Headteacher to ensure that:

- Their fire marshal training is up to date – completed annually.
- The nursery premises are compliant with fire safety regulations. They should seek advice from the local fire safety officer as necessary, including after there have been any major changes or alterations to the premises.
- All fire exit routes are clearly signposted and fire evacuation procedures are clearly displayed.
- All staff receive relevant training in fire safety and fire evacuation procedures and that these are reviewed annually.
- Any visitors or agency staff are made aware of fire safety and fire evacuation procedures on entry to the premises
- Any delegated fire safety tasks are clearly communicated and confirmed in writing on the relevant fire marshal's individual supervision records and noted in the fire safety folder.
- There are a minimum of two trained fire marshals at each nursery to ensure there is always a fire marshal in the building.
- In larger nurseries with multiple floors or fire zones, more fire marshals will be needed. It is the responsibility of the Headteacher to ensure that sufficient fire marshals are trained for their specific nursery.
- There is always a nominated fire warden on site to take overall responsibility.
- The fire drill and evacuation procedures are followed.

- The fire detection, fire control equipment and fire exits are working and are reviewed in line with the timescales on the Little Dukes compliance checklist.
- If any issues or faults are found during these checks, they are reported immediately and repaired/replaced by the recommended supplier as soon as possible.

It is the responsibility for all fire marshals to ensure that:

- Their training is kept up to date - completing this annually
- They report and follow up on any issues or faults that may lead to a fire
- They fulfil all delegated responsibilities in line with our policies.

It is the responsibility of all staff to ensure that:

- They complete relevant training annually and understand their responsibilities in the event of a fire
- They understand and follow the policy and procedures outlined in this fire safety document.

All fire exit routes are free from clutter or are not blocked to allow easy egress in the event of a fire.

- They remain vigilant to the possibility of fire and know what actions to take if there is danger
- They report any issues that they feel may be a fire risk to the senior team.

Fire safety requirements

Fire Safety Folder:

All nurseries will have a red fire safety folder clearly labelled and easily accessible. The folder will be updated as needed but as a minimum on a termly basis and will contain:

- The most recent Fire Risk Assessment and completed actions following the assessment
- The fire panel logbook.
- A zone plan of the fire alarm zones
- Up to date plans of fire evacuation routes
- A list of current trained fire marshals

- Records of fire drills
- Records of Lockdown Drills
- Records of team member fire safety training.

Assembly Points:

Each nursery should have a nominated assembly point where all pupils, team members and visitors will go in the event of a fire or any other emergency evacuation. This should be clearly highlighted on the nursery's evacuation posters and be:

- As secure as possible
- Away from the road
- In a controllable area (preferably fenced or walled-off)
- A safe walkable (3 mins) distance away from the setting
- Reviewed by the Headteacher for suitability on a termly basis.

Place of Ultimate Safety:

As well as an assembly point, the nursery should agree on a 'place of ultimate safety'. This should be a building (local school or nursery, church or sports hall, for example) where - if we cannot return to the nursery - children can be kept safe and warm until parents/carers can come to collect them.

Registration:

An accurate record of all team members and children present in the building must be kept at all times and children/team members must be marked in and out on arrival and departure.

- Signing in and out of staff and children is done on the Famly app
- visitors including contractors must also sign in on e-reception app

As a result, the iPad must be taken as part of the evacuation procedure for accurate role taking.

Fire Drills: [emergency evacuation drill]

A fire drill will be carried out and recorded once a term or as and when a large change occurs, e.g. a large intake of children or a large group of new team members join the nursery.

Drills will occur at different times of the day and on different days to ensure evacuations are possible under different circumstances.

Records of drills will be logged in the fire safety folder with notes made on: time taken to evacuate, successes and lessons learned.

Any issues arising from a fire drill will be logged and dealt with immediately by the Headteacher.

Any false alarms must be recorded in the fire logbook and any lessons learned along with evacuation times.

All children and team members must participate in these drills and additional fire drills should take place if there is any reason for more practice.

No smoking or vaping policy:

The nursery operates a strict no smoking/vaping policy for anybody anywhere on the nursery property. The no-smoking policy must be adhered to at all times and is enforced by the Headteacher.

Any team member, volunteer or trainee found smoking or vaping on the premises may be subject to investigation and disciplinary procedures.

Fire evacuation procedure

On discovering a fire:

1. Calmly raise the alarm by breaking the glass on the nearest call point
2. If possible, tell the Headteacher where the fire is and what type of fire it is.
3. Immediately evacuate the building following the nearest fire exit signs. Make your way to the nearest assembly point.
4. DO NOT stop to collect personal belongings.
5. DO NOT use lifts.
6. DO NOT attempt to fight the fire.
7. DO NOT try to go back into the building until the all-clear has been given.

Evacuating children:

1. On hearing the alarm, calmly inform the children that we need to leave the building.
2. Gather the children by the door of the room.
3. Do a headcount before leaving the room.
4. Nominate one team member (usually a Room Leader or other senior team member) to leave the room last. They should do a final check to make absolutely sure all children have been accounted for. Check toilets, hiding places, sensory corners, etc.

5. Nominated team members should collect the room's evacuation bag.
6. Team members should exit the building with the children using the nearest fire exit.
7. Go to the assembly point.
8. Close fire doors (and where possible, windows) when leaving rooms and the building. Please note only close windows if this does not delay you evacuating from the room with the children. Try and ensure the classroom door is closed behind you unless this means leaving the children in your care.
9. Continue to talk to the children, explain what is happening/will happen and try to keep them calm.
10. Children or team members with mobility issues must be accompanied through the marked fire routes to the chosen assembly point.
11. Staff should carry a maximum of two babies/non-mobile toddlers unless they use evacuation aprons or trolleys. (See 'local additional procedures' section for evacuation procedures specific to this nursery.)
12. On arriving at the assembly point, do a room headcount.
13. Wait for emergency services and report any unaccounted persons to the Fire Service/Police.

Local additional procedures:

- Close doors and windows, switch off fans and air conditioning units if safe to do so.
- Sweep check their area to ensure all children, staff and visitors have left the room.
- Take the register and children's medical care bags to assembly point.
- At assembly point immediately check register and account for all children, staff and visitors.
- Report register call to the Manager or in her absence to the Deputy Manager/Fire Marshall to do this by calling from the provided mobile phone located in the evacuation bag.
- To ensure all children and visitors with disability is supported and assisted during the evacuation.
- All pregnant staff and visitors are supported during the evacuation.

Evacuation responsibilities – Manager/Deputy Manager

- Take the visitors book, staff register, outing forms and evacuation bag from the office floor.
- Put on the high visible jacket for identification as person in charge of evacuation
- Ensure nobody re-enters the building until confirmed safe by the fire brigade
- Account for all children, staff and visitors by liaising with fire marshals
- Liaise with the Fire Brigade upon their arrival
- Contact parents, carers and next of kin if required: contact details are on Family. The Manager and Deputy will have the contact list to arrange this.

- To ensure all children and visitors with disability is supported and assisted during the evacuation.
- All pregnant staff and visitors are supported during the evacuation

Evacuation responsibilities – Kitchen staff

- The Chef/ Kitchen assistant to switch off all kitchen equipment in the kitchen
- Assist with the babies
- All pregnant staff and visitors are supported during the evacuation

If you are unable to evacuate safely:

- Stay where you are and keep safe
- Keep the children calm and together
- Stay low to the floor if smoke is in the air
- If possible, let the Headteacher know where you are and the names of all adults and children with you
- Be prepared to prevent smoke from coming in under the door into your room

In the event of a fire, the main Headteacher/fire warden's responsibilities are to:

- Telephone emergency services: Dial 999 and ask for the Fire Service
- Collect evacuation items:
 - The 4G tablet/iPad containing the children's register, staff register, and visitor register
 - A mobile phone
 - Keys
 - Evacuation pack (containing emergency contacts list, nappies, wipes, and blankets)
 - First Aid kit/bag
 - Medicine required for any children present
- Wear a high-vis tabard (a different colour to the other fire marshals and team members) to be easily seen as the responsible team member
- Secure the premises and wait for the Fire Services
- Nominate a fire marshal to check the children against the register and stay in contact with them
- Tell the Fire Service about anyone missing and where they might be and respond to any other questions they may have
- If it's not possible to return to the nursery, to move the children to the place of ultimate safety and let all parents know what has happened and what the next steps are.

In the event of a fire, any additional fire marshals' responsibilities are to:

- Ensure that they are the last person to leave their area/room and do a final check to make sure no children or adults are left behind.
- Confirm with the Duty Manager/Fire Warden that their room/area has been checked and is clear
- If nominated by the Headteacher, to take on additional responsibilities such as headcount, register or other help needed
- Wear a high-vis tabard to ensure visibility (yellow)
- Keep in communication with the Headteacher
- Support all staff in maintaining control and calm of the children at the assembly point.

Firefighting:

If it is appropriate for you to use a fire extinguisher in the event of a fire, please make sure you are aware of the different types of extinguishers:

1. CO2 - Electrical equipment and flammable liquid only
2. Dried Powder - Multi-purpose and will give shield (protection)
3. Water MUST NOT be used on electrical or flammable equipment.

Staff should be aware of the position of all fire extinguishers in the building.

Please note that evacuation of the children remains your top priority in the first instance than delaying your exit to fight a fire.

Legislative Framework:

The Early Years Foundation Stage [EYFS] 2024

EYFS: 3.54, 3.55, 3.56

The Regulatory Reform (Fire Safety) Order 2005.