

Auchinairn Early Years Centre



Fire Safety Policy

Policy Statement

At Auchinairn EYC, the safety, wellbeing, and rights of every child are at the heart of everything we do. Fire safety is an essential part of our commitment to providing a secure, nurturing, and responsive environment where all children can play, learn, and grow.

We recognise our responsibilities under health and safety law and early years guidance to minimise the risk of fire, prepare for emergencies, and protect life through robust planning, staff training, and regular reviews. We are equally committed to supporting children's rights to safety, protection, and participation under the UNCRC and national quality frameworks.

Policy Aims

This policy aims to:

- Prevent fire risks within the nursery environment
- Ensure the safe evacuation of all children, staff, and visitors
- Promote awareness, confidence, and responsiveness among staff and children
- Align our fire safety practice with national standards and children's rights

Responsibilities

Head/Depute Head of Centre/Building Manager will:

- Ensure a written fire risk assessment is in place and reviewed annually
- Provide all staff with fire safety training at induction and regular refreshers
- Conduct and record fire drills at least once per term
- Maintain and test fire detection and alarm systems
- Ensure fire exits, signage, and escape routes are always clear
- Monitor, record and maintain fire equipment and appliance safety (PAT testing)

Staff will:

- Know their roles and responsibilities during evacuation
- Respond calmly and quickly to fire alarms
- Ensure children are reassured and supported
- Maintain accurate registers for roll call
- Participate in regular training and drills

Children will:

- Be supported to understand fire drills through developmentally appropriate language, stories, and play
- Be reassured and included in safety routines
- Have their rights to safety and protection upheld

Fire Safety Procedures

In the event of fire or alarm:

1. Staff calmly gather children and move to nearest fire exit
2. Non-mobile children are evacuated using cots or buggies (if applicable)
3. Nominated staff member collects register and visitor log
4. Children and staff proceed to the **Muster Point: Left side of the car park**
5. Roll call is conducted; any missing persons reported to emergency services
6. The fire service is called (following EDC policy & procedures)

All drills are logged and evaluated to inform improvement.

Risk Reduction Measures

- Weekly alarm tests and visual checks of exits
- No blocked corridors or fire doors
- Safe use and storage of electrical appliances (especially tumble dryers)
- Safe materials used for displays, avoiding ceiling hangings and flammable wall coverings
- PAT testing of all portable appliances
- Emergency lighting and signage in place

Staff Training and Monitoring

- Induction fire safety training for all staff
- Refresher training at least annually
- Fire Wardens appointed and trained
- Daily room checks to monitor exit access and fire risks
- Termly fire drills involving all staff and children

Child-Centred Fire Awareness

- Staff use storybooks, role play, and visual aids to introduce safety in age-appropriate ways
- Children's voices are considered in safety planning and evaluation
- Emotional reassurance and post-drill discussion are part of our trauma-informed approach

Monitoring and Review

This policy is monitored by the Centre Building Manager and Fire Warden and reviewed annually or following:

- A fire incident or near miss
- Changes to the building layout
- Significant staffing changes
- Updates to legislation or national guidance

CI Quality Framework – 2.1

HGIOELC – QI 2.1. 3.1

UNCRC – Article 3, 6, 12, 19

Health and Social Care Standards: 3.20

Health and Safety at Work Act 1974

This policy has reviewed and updated following consultation with staff and parent/carers

Signed
June 2025