**🔥 Fire Safety Policy**

**Little Wonderland Nursery**

**🔹 Rationale**

At Little Wonderland Nursery we are committed to ensuring the safety of all children, staff, visitors, and volunteers in the event of a fire or emergency evacuation. This policy outlines the procedures and responsibilities for preventing fire risks and responding effectively in the event of an incident.

We aim to provide a **safe and secure environment** in compliance with:

* **The Fire (Scotland) Act 2005**
* **Fire Safety (Scotland) Regulations 2006**
* **Health and Social Care Standards: My Support, My Life**
* **Care Inspectorate: Safe Environment (QI 5.1)**

**🔹 Aims**

* To **minimise the risk** of fire and ensure **safe evacuation** procedures are in place.
* To promote **awareness and training** for all staff and children.
* To ensure compliance with **statutory fire regulations and inspection standards**.

**🔹 Roles and Responsibilities**

**Management Will:**

* Conduct and regularly review a **Fire Risk Assessment** (annually or sooner if changes occur).
* Ensure the setting has clear **Fire Evacuation Procedures** displayed and practised.
* Maintain all **fire detection, alarm, and extinguishing equipment**.
* Provide **fire safety training** and regular fire drills (minimum once per term).
* Ensure **staff induction** includes fire safety and evacuation procedures.

**Staff Will:**

* Be familiar with **emergency exits, fire assembly points**, and evacuation procedures.
* Assist in **calm and safe evacuation** of children, taking attendance records and emergency contact information.
* Keep all **exits and walkways clear** from obstructions.
* Never leave children unattended.
* Immediately report any fire safety concerns or hazards to management.

**🔹 Fire Prevention Measures**

* Regular checks of **electrical equipment and sockets**.
* Safe use and secure storage of flammable materials.
* No smoking or vaping anywhere on the premises.
* Ensure fire doors are **not wedged open**.
* Daily visual safety checks, including fire exits and equipment.

**🔹 Evacuation Procedure**

In the event of fire or alarm:

1. Sound the alarm (if not already triggered).
2. Gather children and **leave immediately** via the nearest safe exit.
3. Take the **attendance registers, IPAD** and **mobile phone**.
4. Proceed to the **Fire Assembly Point**: Right hand side of rear of car park.
5. Do **not re-enter the building** until authorised by emergency services.
6. Call 999 if the fire service is not already on site.

**🔹 Fire Drills**

* Conducted **at least once per term** and recorded in the **Fire Drill Log**.
* All drills must simulate different scenarios (e.g., blocked exits).
* Children are supported and reassured in age-appropriate ways.

**🔹 Record Keeping**

**🔧 Shared Building Fire Safety Responsibilities**

Little Wonderland Nursery operates within a shared building:

* The **landlord/building owner** is responsible for:
	+ Installation and maintenance of **fire alarms, detectors, extinguishers, and fire doors**
	+ **Annual fire risk assessment** for the building
	+ Compliance with the **Fire (Scotland) Act 2005** and **Fire Safety (Scotland) Regulations 2006**
* **Little Wonderland Nursery** is responsible for:
	+ Ensuring **safe evacuation** of all children and staff from the ELC space
	+ Conducting **fire drills** for their team and children
	+ Keeping an **up-to-date emergency evacuation procedure**
	+ Keeping **copies of the landlord’s fire safety records** and confirming maintenance is up to date
	+ Completing a **localised fire safety checklist** (e.g., exit routes, fire signage in your rooms)
	+ Reporting any **hazards or fire risks** to the landlord immediately

The following must be kept up to date:

* Fire Risk Assessments
* Fire Safety Equipment Maintenance Records
* Fire Drill Logs
* Staff Fire Safety Training Records
* Daily Safety Checklists

**🔹 Children’s Understanding**

Children are introduced to basic fire safety in a calm and developmentally appropriate way, including:

* Practising evacuation routes
* Learning fire safety through stories, visuals, and role play
* Understanding safe behaviour in an emergency

**🔹 Monitoring and Review**

This policy will be reviewed **annually** or sooner in response to:

* Changes in legislation
* Updates in fire risk assessment
* After any fire-related incident or concern

**🔹 Linked Policies**

* Health and Safety Policy
* Risk Assessment Policy
* Emergency and Lockdown Policy
* Safeguarding and Child Protection Policy