

FIRE EVACUATION PLAN

Approving Body	Trust
Date of Last Review	December 2025
Statutory (Y/N)	Y
Responsible Officer	BMAT CEO for and on behalf of the Trust

1. Policy statement

We ensure our premises present no risk of fire by providing the highest possible standard of fire protection. The management and staff are familiar with current legal requirements. When necessary, will we seek the advice of a competent person, such as our Fire Safety Consultant. This policy has been created in reference to the 2025 EFYS handbook and the criteria contained within.

The Head of Nursery has overall responsibility for the fire drill and evacuation procedures and senior staff assist in the implementations of such procedures. These are carried out and recorded for each group of children every term or as and when a large change occurs, e.g., a large intake of children or a new member of staff joins the nursery, we will do this as part of their induction. These drills will occur at different times of the day, on different days and may be on different scenarios to ensure evacuations are possible under different circumstances and all children and staff participate in the rehearsals. All information will be recorded signed and dated, capturing the date/time, persons involved, issues arisen and actions taken.

The fire Drill procedure will be clearly displayed in the Main Room, kitchen, office, in each room and lobby, for all parents, visitors and helpers to read. Visitors will be informed of exits and actions to be taken in the event of a fire or other, alarm. If the fire alarm fails to go off to warn of a fire, a backup plan of a verbal warning will be given to warn the setting of the fire. Records are kept of fire drills, the servicing of fire safety equipment and internal fire safety inspections.

2. Registration

An accurate record of all staff and children present in the building will always be kept and children/staff must be marked in and out on arrival and departure. An accurate record of visitors must be kept in the Visitor's book. These records must be taken out along with the registers and emergency contact list in the event of fire.

3. No smoking policy

The Beacon Academy Trust campuses operate a strict no smoking policy their grounds, which acts as a fire preventive measure.

4. Fire drill procedure

The nursery staff will add to each child's sense of security, predictability, and safety, and ensure all staff are familiar with an emergency evacuation procedure.

On discovering a fire:

- Calmly raise the alarm
- Immediately evacuate the building under guidance from the person in charge
- Using the nearest accessible exit, lead the children and visitors out and assemble at assembly point in the Beal High School hardstanding courts.
- Close all doors behind you wherever possible.
- Babies or children that are not able to walk unaided should be evacuated from the building through the nearest available fire exit in the evacuation trolley.
- If any staff are on lunch break during a fire drill they are to go immediately to the Nursery room to help with the children. Any staff present in kitchen must go immediately to the Nursery room to help with children.
- Children or adults with mobility difficulties should be escorted from the building by the member of staff attending or caring for that individual/child. Additional support may be required, such as walking aids or another member of staff, depending on the person's condition. Individual PEEPs (Personal Emergency Evacuation Plan) are to be produced for all occupants, children and adults who have some form of disability which may impede their ability to escape in the event of an emergency. All staff are to be made aware of the contents of PEEPs and actions to be taken to assist persons with disabilities to evacuate safely in the event of an emergency. Records of this training are to be maintained.
- 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 rather attend the assembly point and inform the person in charge of the missing person.

If you are unable to evacuate safely:

- Stay where you are safe. Close all doors even if they are not designated fire doors.
- Keep the children calm and together.
- Wherever possible alert the manager of your location and identity of the children and other adults with you.

The person in charge is to:

- Pick up the children's register, staff register, phone, keys, visitor book.
- Telephone emergency services: dial 999 and ask for the fire service.
- In the fire assembly point area – Beal High Schools hardstanding courts - check the children against the registers.
- Account for all adults - staff and visitors
- Advise the fire services of anyone missing and possible locations and respond to any other questions they may have.

All practitioners within the room must take with them,

- Base room children's registers
- Evacuation bag (containing emergency contacts list, nappies, wipes, and blankets)
- Any medication if needed.
- Walkie talkie

In the event of fire, our first priority is to evacuate all children, parents, and visitors out of the building as quickly as possible. Below are the procedures we will calmly adopt should the need arise.

5. Emergency evacuation & fire safety procedures

Fire Risk Assessment

The Regulatory Reform (Fire Safety) Order 2005 calls for all premises to carry out formal Risk Assessment regarding fire safety in the workplace. This assessment is complimented by a daily check of the premises which will be carried out every morning before the nursery opens by a senior member of staff). A written Fire Risk Assessment is maintained and reviewed annually, or following any significant changes to the premises, occupancy, or fire safety arrangements. The FRA is available for inspection by Ofsted or the Fire and Rescue Authority.

The fire evacuation procedure is coordinated with Beal High School site management to ensure the assembly point remains accessible and that the school is aware when the nursery conducts fire drills.

Means of escape

The main exit routes are shown on a map which is located on the notice board just inside the entrance. Generally, they are via the fire exits located throughout the building.

- Building occupants will use the nearest available fire exit door.
- if during evacuation they are in the garden they should move directly to the assembly point AND NOT return to the building until told it is safe to do so

6. Firefighting equipment

Fire extinguishers and fire blankets are installed at key locations around the building and are maintained in efficient operating condition. The policy of the school is preservation of life over preservation of property; therefore, staff should not use fighting equipment unless necessary to ensure safe evacuation. No member of staff should place themselves in any danger.

Responsibilities

The Nursery Manager or senior person present in their absence, will have a primary responsibility for ensuring that all children, are evacuated at the time the alarm is raised.

A “999” call will be made by the Head of Nursery, or in their absence the senior person present. A designated member of staff will be responsible for checking both the children’s and adults’ toilets to ensure that no-one is left behind.

The Head of Nursery or next person in charge will be responsible for picking up the signing in books and register from reception and will assist in evacuating the babies from their room or garden if possible. On their way from the office, they will check the staff room and toilets.

The Head of Nursery or their Deputy in their absence will take a “head count” once all the children reach the assembly point and check that their register accounts for all the children. The Head of Nursery or their Deputy in their absence will be responsible for ensuring that all staff and visitors are accounted for. Any missing persons must be reported immediately to the manager. All personnel must ensure that their workplace is maintained in a clean and tidy condition, free of combustible waste materials. All waste bins are to be emptied at the end of each working day.

7. Fire safety training

All personnel will receive relevant fire safety instructions during the induction period, including:

- Fire risk areas
- Fire avoidance measures
- Fire detection, alarm & evacuation drills

Identifying the hazard

- wastepaper
- chemicals
- cleaning materials
- general waste
- bulky waste items
- excess furniture
- stationery
- art materials
- paint, stains, solvents - site maintenance materials

Identifying people at risk

- All staff
- All pupils
- Visitors
- Contractors on site
- Kitchen staff
- Disabled staff & visitors

Evaluation and reducing the risk.

- Chemicals are stored in a separate locked cupboard in their containers not loose.
- Wastepaper is removed to recycling bin.
- Cleaning materials are stored in a locked cupboard.
- General waste collected daily and stored in waste storage away from buildings.
- Bulky waste items removed, broken up and stored away from buildings.
- Stationery kept in secure locked cupboards.

Fire safety measures - people

- The Head of Nursery and their Deputy are trained Fire Marshalls. A list of other trained staff is available as notice board information.
- Staff are given a briefing on Health and Safety including Fire Safety at their induction when they first start at Nursery and at regular intervals thereafter
- All staff and pupils participate in regular fire evacuation drills (minimum termly) and are assembled at the emergency assembly points. Locations are signposted.

Recording people on site

- All staff must sign in and out using Staff Register located at the Main Entrance
- All pupils are recorded in a daily register at the beginning of the day and after lunch.
- All visitors to the site sign in and out at the Main entrance and given a visitor's badge to wear.
- Fire Safety instructions for visitors are on the sign in screen.

8. Fire safety measures – equipment

- Fire extinguishers have been deployed within the nursery with the correct signage. These are serviced and recorded annually by a competent person and inspected weekly for damage/misuse by a member of staff.
- Smoke and heat detectors, fire alarms and beacons are installed and maintained throughout the building. Maintained and serviced by a contractor. Fire alarm tests are conducted every week and the results recorded/
- Emergency Lighting is installed throughout the building and is serviced and maintained annually by a competent person. Weekly and monthly inspections and tests are conducted by a member of staff and results recorded.
- Fire blankets are present in both kitchens and are regularly checked

9. Additional fire safety measures to reduce risk.

- Each room displays a Fire Evacuation Plan stating the appropriate way of exit to and from room.
- The building has the correct fire signs showing the way to the nearest fire exit these are checked on a termly basis.
- Head of Nursery/ or their Deputy will visually check fire exits are clear when unlocking in the morning.

- Larger events held in the nursery are recorded by a separate risk assessment including emergency action planning.
- A prepared Emergency Plan is in place for use in the event of a major emergency.

10. Fire safety measures – means of escape.

- In the event of a fire, prepared routes of escape are displayed in all rooms. These displays are checked each week and updated as required.
- Fire exit signs are displayed showing the safe route.
- Staff and pupils participate in fire drill practice termly. The results of these drills are recorded, and actions reviewed – drills are repeated if necessary.

11. New staff are instructed in fire safety training as part of their induction to the Nursery specifically in:

- What action to take on discovering a fire
- How to raise the alarm and where alarms are located
- What action to take on hearing the alarm
- Fire Evacuation plan and means of escape.

12. Means of escape for disabled staff, pupils and visitors

When the Nursery employs a disabled person or a pupil with a disability attends the nursery, the Head of Nursery assisted by the H&S Adviser if required, will conduct a risk assessment to identify any special procedures or equipment required to ensure that person can leave the premises safely. See Additional notes below for individual arrangements. A review of the Emergency Action Plan will then be conducted to consider the modifications identified as necessary by the risk assessment.

13. Communication during emergency

Head of Nursery or their Deputy in the event of their absence, will ensure there is access to reliable communication in the event of an emergency by always maintaining access to a 2-way radio (walkie talkie). The main telephones are in the office. If there is a complete loss of electricity and the telephone are not available, a mobile phone will be available to ensure that Head of Nursery or their Deputy in the event of their absence can make emergency contact.

14. Emergency communication plan

Head of Nursery or their Deputy in the event of their absence will regularly remind families via conversation, emails, newsletters that the nursery maintains an Emergency Contact list for each room – telephone numbers for families and we must have current contact information. The Emergency contact List is in folders in office as well as taken every single time with children’s registers and online on teams.

15. OFSTED

In the event of a fire or significant fire safety incident, Ofsted will be notified as soon as reasonably practicable



External Fire Escapes circled in picture below.



Fire assembly point and routes

