Fire Safey Policy

Last reviewed: 30 September 2026
Approved by: Nursery Manager
Review frequency: Annually

At Crossley Mill Nursery 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 Fire Safety Marshals are:

- Jessica Cracknell (Nursery Manager) – Designated Fire Safety Officer & Fire Marshal
- Sarah Sykes (Deputy Manager) - Deputy Fire Safety Officer & Fire Marshal
- Olivia McArdle (3rd in Charge) - Deputy Fire Safety Officer & Fire Marshal
- Evelyn Ransom (Finance Officer) – Fire Marshall

We ensure the nursery premises are compliant with fire safety regulations, including following any major changes or alterations to the premises. The Designated Fire Safety Marshal ensures all the appropriate fire detection and control equipment (e.g. fire alarms, smoke detectors, fire blankets and fire extinguishers) are 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 Designated Fire Safety Marshal checks fire detection and control equipment and fire exits in line with the timescales within the Fire Safety Maintenance & Testing Log Book.

The Deputy Fire Safety Marshal is appointed to oversee this role when the Designated Fire Safety Marshal is absent.

Registration
An accurate record of all staff and children present in the building must be kept at all times with 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, the Nursery implements the Emergency Evacuation Procedure - Fire & Emergency.