The Meadows

Cheeky Chimps Childcare

Emergency Evacuation & Fire Safety Policy

The management team have overall responsibility for the fire drill and evacuation procedures and senior staff have the responsibility to assist in the implementations of such procedures. These are to be carried out and recorded for each group of children every term or as and when a large change occurs e.g large intake of children or a new member of staff joins the setting. These drills will occur at different times of the day and on different days to ensure evacuations are possible under different circumstances and all children and staff participate in rehearsals.

Registration

An accurate record of all staff and children present in the building must be kept at all times and children/staff must be marked in and out on arrival and departure. An accurate record of visitors must be kept in the visitors' book. These records must be taken out along with child and staff registers in the event of a fire.

No Smoking Policy

The nursery operates a strict no smoking policy on site, which acts as a preventative measure of the starting of a fire.

Fire drill procedure

- Calmly raise the alarm.
- Immediately evacuate the building under guidance from the fire Marshall (Gemma, Kerry, or Sophie)
- Using the nearest accessible exit, lead the children and visitors out and assemble at the front of the building near the fire assembly point. (please take your room fire bags with you)
- Children in the Discoverer's and Adventurers rooms are to use the walking reins once safely at the fire assembly point. Children who need extra support are to hold a staff members hand.

The fire alarm should be activated at the fire warning system, or as soon as anyone discovers a fire, or is aware of any threat e.g suspicious package, terrorist attack warning etc. This alarm is activated by breaking the glass on one of the fire alarm points which are located adjacent to the main points of exit.

Equipment

The premises are fitted with smoke alarms which will activate if set off. Fire drills will be carried out every term. The Health & Safety Designated Officers (Gemma Farrar), Sophie Houston and Kerry Hughes are responsible for the overall fire safety, will formally record the results of fire drills. In their absence, the next person in charge will do so. Smoke alarms are tested weekly every Tuesday morning by Kingsdown School. Fire Fighting Equipment such as Fire Extinguishers are installed at key locations around the building and are maintained in efficient operating condition. An attempt to tackle a fire should only be made once the building has been evacuated and if it is safe to do so. No member of staff should place

themselves in danger. Operating instructions are printed on each extinguisher and should be read carefully before use.

Responsibilities

Each room leader will have a primary responsibility for ensuring that all children, from within the room they are working at the time, are evacuated at the time the alarm is raised. A “999” call will be made by the HSDO or in their absence, the next officer in charge. They will also be responsible for checking both the children and adults’ toilets to ensure that everyone has been evacuated. The nursery manager or next person in charge will be responsible for picking up the babies/toddlers. On their way from the office, they will check the staff room and toilets and bringing out the child’s medication. Room supervisors will take a head count once all the children from their room reaches the assembly point and check their register accounts for all the children, when the manager calls them out from the main register. The manager will be responsible for ensuring that all staff and visitors are accounted for. Any missing person 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 empties at the end of each working day. Fire safety training, all personnel will receive relevant fire safety instructions during their induction period.

Managers and additional staff to support the Discover’s and Explorer’s room to leave the building safely.

- Close all doors behind you wherever possible.
- Babies that are not able to walk unaided should be evacuated from the building using the fire cot. Managers and additional staff to support the Explorer’s and Discoverer’s room to ensure that children and staff can leave the building safely.
- If any practitioners are on lunch break during a fire drill or during a fire, must immediately go front house to support the staff and children to evacuate the building safely.
- 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.
- DO NOT stop to collect personal belongings on evacuation 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 that are not accounted for.

I**f you are unable to evacuate safely**

- Stay where you are safe.

- 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 work phones so we can access the children's/ staff register off the Famly app. Please also collect keys, visitors, staff and children fire registers.
- Telephone emergency services: dial 999 and ask for the fire services.

In the fire assembly point area:

- Check the children against the register.
- 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.
- In the event you are unable to re-enter the building contact children's parents/carers to collect their child.

All practitioners within the room must take with them

- Evacuation bags (nappies, wipes, blankets first aid kits).
- Any medication if needed.
- Famly Tablets.

In the event we are unable to go back into the nursery, children, staff and visitors will relocate to Kingsdown School to keep warm and safe, parents will be called to collect their child from school.

Fire risk assessment

The Fire Precautions (workplace) Regulations 1999 calls for all premises to carry out a formal Risk Assessment with regard to fire safety in the workplace. A fire safety risk assessment (which is included in the overall daily risk assessment will be carried out every morning before the nursery opens by a senior member of staff).

Assembly Point Route

Explorer's (Babies) and Adventurers (pre-school) will use the fire exit located through the main entrance to exit the building. In the event this fire exit is blocked, please use fire exits through the Discoverer's (2- to 3-year-old room) or through the garden area. Please then assemble at your fire assembly point. Discoverers (2-3) should use their fire exit to exit the building, if their fire exit is blocked, they should use the main entrance or garden exit to exit the building. Please then assemble at your fire assembly point. The manager (or next in charge) will contact the members of staff who are supervising outdoor play and tell them to go to their fire assembly point.

In the event it is not safe to stay at the fire assembly point, children and staff are to notify the caretakers at Kingsdown school and walk to Kingsdown school. Management/senior in charge will make the decision if it is unsafe to stay at the assembly point.

In Emergency situation management team have permission to use their personnel phones to contact parents if the work mobile is not working. Phones MUST not be used to take

pictures of any children only used in an emergency to contact emergency services or parents/carers.

Gemma Farrar 23.10.2026
Review 23.10.2027

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