



Fire Safety & Evacuation Policy

Bijou Day Nursery & Crèche, Cowbridge

Policy owner: Nursery Manager / Rheolwr y Feithrinfa

Version: 2.0

Last reviewed: June 2026 / Mehefin 2026

Next review: June 2027 / Mehefin 2027

Approved by: Samantha Rennison, Responsible Individual / Unigolyn Cyfrifol

1. Policy Statement

Bijou Day Nursery & Crèche is committed to ensuring the safety of all children, staff, and visitors in the event of fire or other emergency requiring evacuation. Prevention is our first priority; preparedness is our second.

This policy complies with the Regulatory Reform (Fire Safety) Order 2005, the Health and Safety at Work Act 1974, the Child Minding and Day Care (Wales) Regulations 2010 (as amended), and the National Minimum Standards for Regulated Childcare (2016).

2. Fire Prevention

- A fire risk assessment is completed by a competent person and reviewed annually or after any significant change to the premises
- Smoking is prohibited throughout the premises and grounds
- Electrical equipment is PAT tested annually; faulty equipment is removed from use immediately
- Flammable materials and chemicals are stored safely in compliance with COSHH regulations
- Cooking appliances are used only by authorised staff and never left unattended
- Escape routes and exits are kept clear and unobstructed at all times
- Staff are trained not to overload electrical sockets or use damaged cables/plugs

3. Fire Detection & Equipment

- Smoke detectors and heat detectors are fitted throughout the building and tested weekly by a designated staff member (recorded in the fire safety log)
- The fire alarm system is professionally serviced at least annually
- Fire extinguishers are located at designated points and serviced annually by a certified contractor
- Fire blankets are available in the kitchen area
- Emergency lighting is tested monthly and serviced annually
- All fire safety equipment locations are clearly marked

4. Evacuation Procedure

4.1 On Discovering a Fire

1. Activate the nearest fire alarm call point
2. If safe to do so, close doors and windows to contain the fire
3. Do **not** attempt to fight the fire unless it is very small and you have been trained in extinguisher use
4. Call 999 and state the nursery address: 48A Eastgate, Cowbridge, CF71 7AB

4.2 On Hearing the Alarm

1. All staff immediately stop activities and begin evacuating children calmly
2. Babies and non-mobile children are placed in evacuation cots/carried as practised
3. Children are led to the designated assembly point: **[specified in the premises fire plan]**
4. Room leaders take the register, headcount, and emergency contact information
5. The Nursery Manager (or deputy) checks all rooms, toilets, sleep rooms, and staff areas are clear
6. No one re-enters the building until the fire service gives permission

4.3 Register & Headcount

- The daily register is taken to the assembly point
- A headcount is conducted immediately and checked against the register
- Any person unaccounted for is reported to the fire service immediately on their arrival
- Visitors are accounted for using the visitor sign-in book (also taken to assembly)

5. Fire Drills

- Fire drills are conducted **at least once per term** (minimum 3 per year), at varying times of day
- At least one drill per year is conducted during nap time to practise evacuating sleeping children
- Each drill is timed and recorded: date, time, number of children and staff, evacuation time, and any issues
- Issues identified during drills are addressed immediately and recorded
- New staff participate in a fire drill within their first week

6. Notification

- CIW is notified of any fire or significant fire safety incident in line with our notification duties
- The Responsible Individual is informed of all fire drills and incidents

7. Staff Training

- All staff receive fire safety training during induction, covering prevention, detection, evacuation, and extinguisher use
- Refresher training is provided annually
- The designated fire warden receives additional training

8. Related Policies

- Health & Safety Policy
- Risk Assessment Policy
- Accident & Incident Policy

48A Eastgate, Cowbridge, CF71 7AB · 01446 396 000 · cowbridge@bijou-nursery.com
CIW: W15/00001742 · Co. 11468667 · www.bijou-nursery.com