

02 Fire safety policy

Alongside associated procedures in 02.1 Fire safety, this policy was adopted by Little Frogs Pre School on 1 September 2026.

Designated Fire Marshalls are: Play Leader

Aim

Little Frogs Pre School is a suitable, clean, and safe place for children to be cared for, where they can grow and learn. We meet all statutory requirements about fire safety and fulfil the criteria for meeting the relevant Early Years Foundation Stage Safeguarding and Welfare Requirements.

Objectives

- We recognise that we have a corporate responsibility and a duty of care for those who work in and receive a service from our provision, but individual employees and service users also have a responsibility to ensure their own safety as well as that of others. Risk assessment is the key means through which this is achieved.
- A 'Responsible Person' is designated to be accountable for overseeing that the provision is compliant with fire safety laws and regulations.
- Designated fire marshals are trained staff members and will assist the responsible person to monitor fire risks, carry out checks, and assist during evacuations.
- A fire safety risk assessment is carried out by a the 'Responsible Person' in accordance with the Regulatory Reform (Fire Safety) Order 2005.
- A fire evacuation drill is conducted at least on a termly basis.
- A Fire Log is completed and regularly updated.

Personal Emergency Evacuation Plans (PEEPs) for those who cannot evacuate the building without additional support are implemented and understood by all staff members. Necessary equipment, such as fire extinguishers, fire blankets, and functioning fire detection systems, are in place, and regularly maintained, to promote fire safety.

- **Designated Responsible Person is:** Tracey Knox
- **Designated Fire Marshalls are:** Sarah Heywood, Fran Beedie

Legal references

Regulatory Reform (Fire Safety) Order 2005)

Electricity at Work Regulations (1989)

Further guidance

Fire Safety Record (Alliance Publication)

[Fire Safety Risk Assessment: Educational Premises](#) (Gov.uk)

02 Fire safety procedures

02.1 Fire safety

The setting manager, Play Leader or designated responsible person at Little Frogs Pre School has access to, or a copy of, the fire safety procedures specific to the building and ensure they align with these procedures. The setting manager/responsible person makes reasonable adjustments as required to ensure the two documents do not contradict each other.

Fire safety risk assessment

02.1a Fire safety risk assessment form is carried out in each area of the setting by the responsible person , or a named fire marshal, using the five steps to fire safety risk assessment as follows:

1. Identify fire hazards

- Sources of ignition.
- Sources of fuel.
- Sources of oxygen (including oxygen tanks for disabled children).

2. Identify people at risk

- People in and around the premises.
- People especially at risk including very young babies, less ambulant disabled children or those using specialised equipment, such as splints, standing frames.

3. Evaluate, remove, reduce and protect from the risk

- Evaluate the risk of the fire occurring.
- Evaluate the risk to people from a fire starting on the premises.
- Remove and reduce the hazards that may cause a fire.
- Remove and reduce the risks to people from a fire.

4. Record, plan, inform, instruct, train

- Record significant findings and action taken.
- Prepare an emergency plan.
- Inform and instruct relevant people; inform and co-operate with others.
- Provide training.

5. Review

- Keep assessment under review and revise when necessary.

Fire risk assessments are reviewed at least annually, but sooner if any new or significant risks are identified within the service

The fire safety risk assessment focuses on the following for each area:

- Electrical plugs, wires, sockets.
- Electrical items.
- Cookers.
- Matches and/or lighters
- Flammable materials, including furniture, furnishings, paper etc.
- Flammable chemicals (which are also covered in COSHH).
- Means of escape fFrom the building
- Any other, as identified.

Fire safety precautions include:

- All electrical equipment must undergo Portable Appliance Testing (PAT) by a qualified electrician annually.
- Any faulty electrical equipment is taken out of use and recorded as such or condemned (whichever is necessary).
- Sockets are covered. This is different to using plug sockets inserts, a fitted socket cover, covers the whole socket, including the switch and is safe to use.
- Water and electrical items do not come into contact; staff do not touch electrical items with wet hands.
- All fire safety equipment is checked annually.
- If matches are used in the kitchen, they are kept in a drawer.
- **Oxygen tanks that are used for disabled children are to be kept away from heat sources and naked flames. Oxygen tanks are kept upright, checked regularly for imperfections and turned off when not in use.**

Fire Drills

- Fire evacuation drills (to include emergency evacuation procedures and lock down) are held at least termly. Occasionally, fire evacuation drills using alternative routes are practiced ensuring the building can still be evacuated quickly, but safely.
- Drills are recorded, including:
 - date of drill
 - staff involved and numbers of children
 - how long it took to evacuate

- any reason for a delay in achieving the target time and how this will be remedied

Fire precautions

- Fire exit signs showing the green 'running man' signs with an arrow pointing in the direction of the emergency exit, are in place and clearly visible.
- Fire exits by doors are those that show a green light at night.
- Fire exits are never deliberately obstructed
- Fire doors are not locked during normal working hours.
- Fire evacuation notices are in every room; these are displayed in print large enough to read from a short distance. They say where the assembly point is.
- Fire alarms are in place and tested at least monthly, and where necessary supplemented with visual warnings. This is recorded.
- Smoke alarms are in place and tested Quarterly. This is recorded.
- Any emergency and evacuation systems such as emergency lighting is regularly tested and serviced appropriately. This is recorded
- A fire blanket is in place in the kitchen (and any other location where there is a cooker).
- Fire extinguishers are in place and are appropriate.

Further guidance

Dynamic Risk Management in the early years (Alliance Publication)

[Fire Safety Record](#) (Alliance Publication)

Fire Safety Risk Assessment: Educational Premises (HMG 2006):

<https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises>

02.1a Fire safety risk assessment form Little Frogs Pre School

Risk Area		Carried out by		Date
Fire Hazards: Examples: Ignition; fuel; oxygen	Who is at risk People on premises and those most vulnerable	Level of risk of fire occurring and the risk to people	Control measure Remove and reduce hazards that may cause fire; Remove and reduce risks to people	Review Record, plan, inform, instruct, train and review
Electrical Sockets/Lighting Soft furnishing, paper, toys, furniture	Children max 26 Staff up to 11 Visitors 2/3 supervised	Low Risk	Electrical equipment tested annually, visual daily inspections Building Electrics testing every 5 years. Fire Alarm, fire fighting equipment	Annual appliance testing July Fire Alarm and lighting every six months Fire Fighting equipment serviced annually
Arson Posters/Coats/Lunch trolley	Children max 26 Staff up to 11 Visitors 2/3 supervised	Low	Evacuation procedures Fire Alarm, fire fighting equipment Limit combustible items in the foyer and front Smoking Ban	Practice evacuation
Electrical Equipment in office computers, laminators, fans, shredder	Staff up to 11 Visitors 2/3 supervised	Medium	Electrical equipment tested annually, visual daily inspections	Annual appliance testing July

Paper/Furniture			Building Electrics testing every 5 years.	
Cooker/Electrical equipment/microwave, toaster, kettle	Children max 26 Staff up to 11 Visitors 2/3 supervised	Medium	Fire Alarm, fire fighting equipment Electrical equipment tested annually, visual daily inspections Building Electrics testing every 5 years. Daily visual inspections Keep areas clear and remove rubbish	Electrical equipment tested annually, visual daily inspections Building Electrics testing every 5 years. Daily visual inspections
Electrical /mechanical plant	Children max 26 Staff up to 11 Visitors 2/3 supervised	Medium	Electrical equipment tested annually, visual daily inspections Building Electrics testing every 5 years. Plant serviced at regular intervals.	Building Electrics testing every 5 years. Daily visual inspections