# The Lloyd Williamson Nurseries

# Fire Safety Policy

## 2026-2027

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| Updated by Ramona Cristea and Lucy Meyer |
| Date: 14.10.26 |
| Due for Update: October 2027 |

**Introduction & Aims**

It is the overall aim of The Lloyd Williamson Nurseries to minimise the risks to staff and children which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises promptly are in place.

**2. Fire Safety Management**

Main duties are:

• To minimise risk from fire through risk assessments
• To ensure staff/ fire warden training has taken place
• To produce an emergency plan and put up fire notices
• To conduct fire drills
• To check adequacy of fire fighting apparatus and its maintenance
• To implement recommendations from the Fire Risk Assessment
• To consult with the Fire Risk Assessment officer on matters of fire safety
• To conduct regular fire safety inspections and record the findings
• To make frequent informal checks
• To ensure fire escape routes and fire exit doors are unobstructed and operate correctly.
• To check fire detection and protection systems are maintained and tested and records kept
• To ensure Fire Safety information is kept up to date and accessible

**3. Fire Procedures**

Notices displaying the fire procedures are displayed in around the nurseries, and at each fire alarm call point.

Fire risk assessments: ‘Fire Risk Assessments – London’
Fire drills: Lucy Meyer and Ramona Cristea
Checks on call points: Ramona Cristea (PGT1) the landlord (PGT2)
Checks on emergency lighting: Cornelis Meyer
Fire escapes unobstructed: All staff
Check all fire detection & protection systems are maintained: Cornelis Meyer

**4. Fire Safety Training**

Fire warden training will be undertaken by all appropriate staff at least every two years by designated staff.

All staff will have online training annually. This will include:

• Understanding the Emergency Plan/fire procedure
• The importance of fire doors
• The significant findings of the Fire Risk Assessment
• Guidance on the use of relevant fire fighting equipment eg fire extinguishers, fire blankets – to protect escape route
• Reporting to the assembly area
• Exit routes including alternatives
• General matters of fire safety eg keeping combustibles away from possible ignition sources
• Assisting visitors and any disabled persons from the building

In addition:

• Practical Fire extinguisher training to be provided every 3 years for key staff
• All agency or voluntary staff to be given fire procedure information.
• New staff to be taken through the Fire Policy and training schedule as part of Induction.

All records of training and induction are recorded in staff files and the CPD file.

**5. Fire Risk Assessment**

Fire Risk Assessment is carried out annually external specialist – 'Fire Risk Assessments – London'. All issues that present a fire risk must be transferred to a Risk assessment, to be actioned as per the priority rating. Where this is not possible a mitigating statement should be written into the assessment as per Health & Safety procedures.

**6. Evacuation Drills**

The procedure for emergency evacuation is displayed in each nursery at key points.

Fire drills are executed by the Fire wardens, via this panel. Fire evacuation drills should be carried out at least on a six-monthly basis. Where required they may be undertaken more frequently, particularly if there are new staff. Different times and days of the week are used, some drills are unplanned (false alarms) whilst others are planned.

**7. Staff Roles & Responsibilities in the Event of an Evacuation Alarm**

The first priority of all staff is to ensure that all children, visitors and staff leave the building safely.

| Action | Person responsible | In case primary person is absent |
|---|---|---|
| Evacuating all staff and pupils | SLT and staff on duty | Senior staff in building |
| Collection of registers and staff/ visitor sign in sheets | Each teacher & admin staff | Senior staff in building |
| Contacting and meeting with Fire services | Most senior staff member present | Second most senior staff present or individual delegated as appropriate at the time. |

In general, all staff and children will assemble at the assembly point, unless the source of the fire makes this impossible. Staff. will immediately do a head count and call the register. Absentees will immediately be reported to the Fire officers.

**8. Fire Doors & Exits**

All doors should be closed after the last person has exited. This will prevent fire spreading and so minimise damage. All fire exit routes are signed clearly with directional arrows. Internal Fire doors must not be routinely held open. On NO OCCASION must a Fire Door ever be locked while the School is occupied. Locking Fire Doors or otherwise blocking exit routes is a serious disciplinary matter.

**9. Follow-up to Evacuation Drills**

Drills must be recorded. Timing of each evacuation must be recorded accurately (guidelines state 2½ minutes per story of a normal risk building). Everyone will receive immediate feedback on the success of the evacuation at their assembly point. As part of Health & Safety monitoring, the Headteacher and Fire Safety Officer's will periodically check the Fire evacuation schedule.

**10. Maintenance of Fire Doors, Fire Exit Doors, Fire Equipment & Systems**

Fire extinguishers, fire alarm systems and emergency lighting are maintained by professional consultants. Staff will also carry out the routine tests on the systems

**11. Frequency of Testing**

| System | Frequency | Method of test |
|---|---|---|
| Fire alarm | Weekly | Visual checks of the panel to ensure their are no visible indications of a fault |
| Fire alarm | Weekly | Test key operation of |

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| | | different call points each week |
| Fire alarm | Every 6 months | Servicing and battery test |
| Internal & External doors | Daily | Confirm that all doors open and close as needed. Doors are clear of any obstructions |
| Fire equipment (fire extinguisher, fire blanket & evacuation sledge) | Weekly | Ensure seals are intact, and all other equipment hasn't been removed or tampered with |
| Fire extinguisher | Annually | Serviced by contactors |

**11. Disabled Pupils/Members of Staff**

All persons that require assistance to evacuate the building should have a written Personal Emergency Evacuation Plan (PEEP). Staff should be aware that they must endeavour to evacuate them in the event of an emergency (without putting themselves at risk), and not wholly rely on the fire and rescue service.

This policy was last reviewed on 14.10.2026

Written by Lucy Meyer

# IN CASE OF FIRE

**The member of staff discovering the fire should:**

- **Sound the alarm using nearest fire alarm**

**If the fire alarm sounds:**

**Staff will ensure everyone:**

- **Safely evacuate to the nearest exit**
- **Personal belongings are left behind to avoid delays**
- **Everyone is walking sensibly & safely out of the building closing any doors behind them as they leave**
- **Doesn't re-enter the building unless instructed it is safe to do so by a fire officer**

**If the fire alarm sounds:**

**Staff will ensure they:**

- **Take a register of their students, staff & visitors is taken (if anyone is not accounted for staff will inform a fire officer)**
- **Call the fire services if required (999 calling internally)**
- **Call PGT2 staff to help if required**

**THE FIRE ASSEMBLY POINTS BELOW**

**PGT1 – at PGT2 (104 Palace Gardens Terrace)**

**PGT2 – at PGT1 (112 Palace Gardens Terrace)**