

Sheffield Hallam University Nurseries

Fire Awareness Policy – The Meadows Nursery

At The Meadows Nursery, the safety and wellbeing of children, staff, and visitors is our highest priority. We work hard to maintain a safe environment and ensure that everyone knows how to respond quickly and calmly in the event of a fire or fire alarm activation.

All staff receive fire safety information as part of their induction and take part in regular fire drills and refresher training.

Fire Detection and Alarm Systems

- Fire alarm call points are located throughout the nursery. Staff should familiarise themselves with their locations and activate the alarm immediately if a fire is discovered.
- Smoke detectors are fitted on ceilings and will automatically trigger the fire alarm if smoke is detected.
- Fire alarm testing takes place every Wednesday afternoon at approximately 12:30pm. If the alarm continues beyond the test period, the building must be evacuated immediately.

Fire Extinguishers

- Fire extinguishers are positioned around the building.
- Staff priority is always the safe evacuation of children.
- Fire extinguishers should only be used if:
 - You have been trained, and
 - The exit route is blocked by fire and it is safe to do so.

Evacuation Procedure

If the fire alarm sounds:

- Remain calm and reassure the children.
- Leave the building immediately using the nearest safe exit.
- Check toilet cubicles, close doors behind you where safe to do so.
- Take the register (registers must be kept fully up to date, including children who are settling).
- Collect the walkie talkie and work mobile phone.
- Wear the high-visibility vest.
- Conduct regular headcounts during evacuation.

Main Fire Evacuation Routes

Meadows Main Room (2–3 years)

- Exit through the main room door into the corridor.
- Conduct a headcount in the corridor.
- Exit via the stairway fire exit and back door.
- The first adult out should close the pedestrian gate and stand in front of the vehicle access.
- Lead children safely to the end of the car park and proceed to the rendezvous point.



- Complete a full headcount.
- A sign will be displayed identifying the nursery rendezvous point.

Meadows Research Room (3-4 years)

- Exit through the external doors and through the wooden gate.
- Conduct a quick headcount in the safe space.
- Exit via the fire escape route and proceed to the school gate.
- Rendezvous on the school playing field.

Garden Areas

- Evacuate using the nearest safe exit as above and proceed to the designated rendezvous point.

Alternative Evacuation Routes

- If the nearest exit is unsafe or obstructed, an alternative evacuation route must be used.
- All staff are familiar with alternative routes as part of their induction and ongoing training.

Meeting Points

- Primary meeting point: Rear of the car park
- Alternative meeting point: School playing field

Staff must remain at the meeting point until instructed otherwise and must not re-enter the building until the all-clear is given.

Registers and Accountability

- Registers must be accurate and up to date at all times.
- Children must be signed in immediately on arrival and signed out when they leave.
- A full headcount and register check must be completed at the evacuation point.
- Any discrepancies must be reported immediately to the designated fire officer.

Fire Safety Arrangements

- Fire exits must be kept clear at all times.
- Evacuation route maps are displayed:
 - On register clipboards
 - On room doors
- Fire doors must be closed during fire drills and at the end of each day.
- Gate access arrangements are shared with staff as part of their induction.

Training and Responsibilities

- All staff complete Fire Marshal training and take part in regular fire drills.
- Fire awareness training must be kept up to date.
- The designated Fire Officer for The Meadows Nursery is Sadie Broadhead. In her absence, Kerry Adair-Dickinson will act as the designated Fire Officer.



This policy is reviewed regularly to ensure it remains effective and reflects current guidance and best practice.

This policy was adopted on	Signed on behalf of the nursery	Date for review
18/4/24	C.Carroll	January 2027